

May 8, 2019



BOARD OF DIRECTORS MEETING

**Courtyard Richland Columbia Point
Benton County
Richland, Washington**

Count	ByLaws Ref	Population	Executive Board Seat	Title	First Name	Last Name	County
13.5	< Quorum						
Executive Committee							
1	3.4a		President	Commissioner	Scott	Hutsell	Lincoln
2	3.4a		1st Vice-President	Commissioner	Robert	Gelder	Kitsap
3	3.4a		2nd Vice-President	Commissioner	Michael	Largent	Whitman
4	3.4b, 3.17.2		IP-President	Councilmember	Stephanie	Wright	Snohomish
Board of Directors			Board Seat	Title	First Name	Last Name	County
5	3.4b		P-President	Commissioner	Dave	Sauter	Klickitat
6	3.4b		P-President	Commissioner	Helen	Price Johnson	Island
7	3.4f	2,190,200	King County Executive	Executive	Dow	Constantine	King
8	3.4e 1	2,190,200	King County Council	Councilmember	Joe	McDermott	King
9	3.4e 2	872,220	Pierce County	Councilmember	Jim	McCune	Pierce
10	3.4e 3	805,120	Snohomish County	Councilmember	Nate	Nehring	Snohomish
11	3.4e 4	507,950	Spokane County	Commissioner	Mary	Kuney	Spokane
12	3.4e 5	479,500	Clark County	Councilor	Eileen	Quiring	Clark
13	3.4e 6	281,700	Thurston County	Commissioner	John	Hutchings	Thurston
14	3.4e 7	267,120	Kitsap County	Commissioner	Charlotte	Garrido	Kitsap
15	3.4e 8	254,500	Yakima County	Commissioner	Ron	Anderson	Yakima
16	3.4e 9	220,350	Whatcom	Executive	Jack	Louws	Whatcom
17	3.4e 10	197,420	Benton	Commissioner	James	Beaver	Benton
18	3.4d 1		Eastern Region	Commissioner	Chris	Branch	Okanogan
19	3.4d 2		Eastern Region	Commissioner	Wes	McCart	Stevens
20	3.4d 3		Eastern Region	Commissioner	Jim	Johnson	Walla Walla
21	3.4d 4		Eastern Region	Commissioner	Karen	Skoog	Pend Oreille
22	3.4c 1		Western Region	Commissioner	Kenneth	Dahlstedt	Skagit
23	3.4c 2		Western Region	Commissioner	Edna	Fund	Lewis
24	3.4c 3		Western Region	Commissioner	Vickie	Raines	Grays Harbor
25	3.4c 4		Western Region	Commissioner	Dennis	Weber	Cowlitz
			Board Alternate Seat	Title	First Name	Last Name	County
1	3.4f	2,052,800	King County Executive	Councilmember	Reagan	Dunn	King
2	3.4e 1	2,052,800	King County Council	Councilmember	Kathy	Lambert	King
3	3.4e 2	830,120	Pierce County	Councilmember	Derek	Young	Pierce
4	3.4e 3	757,600	Snohomish County	Councilmember	Terry	Ryan	Snohomish
5	3.4e 4	488,310	Spokane County	Commissioner	Josh	Kerns	Spokane
6	3.4e 5	451,820	Clark County	Councilor			Clark
7	3.4e 6	267,410	Thurston County	Commissioner	Gary	Edwards	Thurston
8	3.4e 7	258,200	Kitsap County	Commissioner	Ed	Wolfe	Kitsap
9	3.4e 8	249,970	Yakima County	Commissioner	Norm	Childress	Yakima
10	3.4e 9	209,790	Whatcom	Councilmember	Rud	Browne	Whatcom
11	3.4e 10	188,590	Benton	Commissioner	Jerome	Delvin	Benton
12	3.4d 1		Eastern Region	Commissioner	Brad	Peck	Franklin
13	3.4d 2		Eastern Region	Commissioner	Rich	Stevens	Grant
14	3.4c 1		Western Region	Commissioner	Robert	Jackson	Lewis
15	3.4c 2		Western Region	Commissioner	Mark	Ozias	Clallam
Affiliate Presidents			Board Affiliates (Non-voting Mbrs)		First Name	Last Name	County
			ACCIS		Mike	Kaser	King-City of Mercer Island
			ACHS		Anne	Deacon	Whatcom
			WACCCs		Debbie	Thompson	Island
			WCAA		John	Dickson	Spokane
			WSACE		Paul	Randall-Grutter	Skagit
			WSACRPD		Erik	Johansen	Stevens
			WSALPHO		Dave	Windom	Mason
			WSEMA		Sandy	Duffy	Grant
			WSUEXT		Andrew	McGuire	Grant
			WACSWM	Co-Chair	Brenda	Blanchfield	Chelan
				Co-Chair	Matthew	Zybas	Snohomish



**AGENDA FOR REGULAR MEETING OF THE WSAC BOARD OF DIRECTORS
and
Combined WSAC Legislative Steering Committee and WSAC Board of Directors' 2019
Planning Meeting**

Courtyard Richland Columbia Point
Benton County

Wednesday, May 8th, 2019, 6:30 p.m. - 8:30 p.m.

WSAC Board of Directors Regular Meeting

Conference Call Option for this Meeting Only: 1-800-430-0714, 5540243#

Dinner Available Beginning @ 6:00 p.m. Board Members, LSC Members and Guests Invited

Thursday, May 9th, 2019, 8:30 a.m. - 5:00 p.m.

Combined WSAC Legislative Steering Committee and WSAC Board of Directors' 2019 Planning Meeting

Friday, May 10th, 2019, 8:30 a.m. - 10:30 a.m.

Combined WSAC Legislative Steering Committee and WSAC Board of Directors' 2019 Planning Meeting

WSAC LEGISLATIVE STEERING COMMITTEE and WSAC BOARD OF DIRECTORS MAY RECONVENE FOR POSSIBLE ACTION

TIME*	Encl.	PRESENTER(s)	AGENDA	TYPE
WEDNESDAY, MAY 8th				
6:00 p.m.			Dinner Available Beginning @ 6:00 p.m. Board Members, LSC Members and Guests Invited	
6:30 p.m.		President Hutsell	CALL TO ORDER and Introductions; Establish Quorum of the WSAC Board of Directors	
		Eric Johnson	1. Meeting and Agenda Review	
	√	President Hutsell	2. Approve Agenda	Action
	√	President Hutsell	3. APPROVE MINUTES: January 30, 2019	Action
		President Hutsell	4. President's Report and Recognitions	Report
WSAC BUSINESS				
6:40 p.m.	√	Derek Anderson	5. Boards and Commissions (Nominations and Appointments) <i>Actions: Consider Adopting Nominations and Appointments Resolutions 2019-04 through 2019-08</i>	Action
	√	Eric Johnson	6. Policy Manual Amendment Section 1, Personnel. Amends Section 1, Part 3 – Hours of Work Section II, Members. Amends Part 12 – Interim Integrated Strategic Legislative Advocacy, Communication, and Legal Activities Program Policy <i>Resolution 2019 -09</i>	Action

TIME*	Encl.	PRESENTER(s)	AGENDA	TYPE
	√	Derek Anderson	7. Group Purchasing Program Update	Report
	√	Derek Anderson	8. Nationwide Update	Report
LEGAL UPDATE				
7:15 p.m.		Mellani McAleenan Eric Johnson Paul Lawrence	9. Executive Session – Pending Litigation/Amicus Curiae Brief Update	
STAFF REPORTS – PROVIDED IN WRITING				
8:15 p.m.	√	Eric Johnson	10. Executive Director	Report
	√	Bridget Lockling	11. Business and Finance	Report
	√	Derek Anderson	12. Communications and Member Services	Report
	√	Mellani McAleenan	13. Policy and Legislative	Report
REPORTS				
8:20 p.m.		Commissioner Dahlstedt Past President Wright Commissioner McCart Others	14. National Association of Counties (NACo) Reports	Report
		President Hutsell	15. WSAC Board of Director Reports Regarding Activities on Statewide Boards and Commissions <i>Presentation by WSAC Board Members on Current Issues relating to Statewide Boards and Commissions they serve/represent WSAC on</i>	Report
8:30 p.m.		President Hutsell	WSAC Board of Directors' MEETING <u>RECESSED</u>	
THURSDAY, MAY 9th - Combined WSAC Legislative Steering Committee and WSAC Board of Directors' 2019 Planning Meeting				
7:30 a.m.			Breakfast, Board Members, LSC Members and Guests Invited	
8:30 a.m.		Eric Johnson	1. Welcome, Introductions, Overview	Discussion
		WSAC President Hutsell WSAC LSC Co-Chairs McCart and Young	2. Opening Remarks	Discussion
8:45 a.m.		Eric and Paul	3. Overview, Context, Desired Outcomes	Presentation and Discussion

TIME*	Encl.	PRESENTER(s)	AGENDA	TYPE
9:00 a.m.		Matt Chase	4. Integration: NACo and State Association Planning and Actions	Presentation and Discussion
10:00 a.m.			BREAK	
10:15 a.m.		Mellani Eric Paul Lawrence	5. Policy and Litigation Overview	Presentation and Discussion
Noon			Working Lunch	
1:00 p.m.		Derek	6. Communications, Training, and Business Services	Presentation and Discussion
2:30 p.m.			BREAK	
2:45 p.m.		Eric	7. Administration and Operations	Presentation and Discussion
4:15 p.m.			BREAK	
4:30 p.m.			8. Issue Breakout Groups	Small Groups

On Thursday evening from 6:00 p.m. – 8:00 p.m., WSAC Members, Staff and Guests are invited to attend a reception at the Moore Mansion, hosted by Franklin County Commissioner Brad Peck. For more information on the Moore Mansion, please visit <http://www.mooremansion.com/>

FRIDAY, May 10th - Combined WSAC Legislative Steering Committee and WSAC Board of Directors' 2018 Planning Meeting

7:30 a.m.			Breakfast, Board Members, LSC Members and Guests Invited	
8:30 a.m. - 10:00 a.m.			9. Issue Group Report Outs	Paul
10:00 a.m.			BREAK	
10:15 a.m.		Friday, May 10 th	10. WSAC LSC may Convene for Possible Action: <ul style="list-style-type: none"> Consideration of 2019 Legislative Agenda 11. WSAC Board of Directors may Reconvene for Possible Action: <ul style="list-style-type: none"> Consideration of Potential Strategic Goals/Actions 	President Hutsell LSC Co-Chairs McCart and Young
11:00 a.m.		Commissioner Hutsell Commissioner McCart Councilmember Young Eric Johnson	Wrap Up Closing Thoughts Next Steps Adjourn	

*Times are approximate only

**Next Meeting: Scheduled for Friday, September 20, 2019, 10:30 a.m. – 2:30 p.m.
Hal Holmes Center
Kittitas County, Ellensburg**

Washington State Association of Counties
MINUTES OF MEETING OF THE BOARD OF DIRECTORS
January 30, 2019

Opening

A regularly scheduled meeting of the Board of Directors of the Washington State Association of Counties (WSAC) was held on Wednesday, January 30, 2019 starting at approximately 1:00 p.m. at the Washington Counties Building, Thurston County, Olympia, Washington. All directors had been previously notified of the meeting pursuant to the Association Bylaws.

Board members present: President Scott Hutsell, 1st Vice President Robert Gelder, 2nd Vice President Michael Largent, Immediate Past President Stephanie Wright, Past President David Sauter, Past President Helen Price Johnson, Ron Anderson, Chris Branch, Ken Dahlstedt, Jerome Delvin, Al French, Edna Fund, John Hutchings, Bobby Jackson, Jim Johnson, Kathy Lambert (via phone), Wes McCart, Jim McCune, Mark Ozias (via phone), Vickie Raines, Karen Skoog, Dennis Weber, Derek Young and ACHS President Doug Washburn. A quorum was present.

Staff and others present: Eric Johnson, Mellani McAleenan, Karlyn Shannon, Neil Aaland, Derek Anderson, Brynn Brady, Lynn Fiorillo-Lowe, Paul Jewell, Scott Swanson and Jane Wall. Other Attendee: Jamie Stephens, Shyanne Faulconer (Benton County)

Call to Order and Approval of Agenda: The meeting was called to order at 1:00 p.m. It was moved by Vickie Raines, seconded by Edna Fund to approve the agenda as drafted. The motion passed.

Approval of minutes of previous meeting: A motion was made by Wes McCart and seconded by David Sauter to approve the minutes as drafted. The motion carried to approve the minutes of the November 13, 2018 WSAC Board of Directors Regular Meeting as drafted. The motion passed.

President's Report: President Hutsell provided an update on the two conferences he attended. One being the State Association Presidents from the Northwest and NACo's State Association Presidents and Executives Annual Meeting in Washington, DC.

WSAC Business Actions

WSAC Conflict of Interest Policy Review: Karlyn presented the background and content on WSAC's Conflict of Interest Policy.

Resolution #2019-01: A motion was made by Wes McCart and seconded by Helen Price Johnson to approve Resolution #2019-01 which certifies that the WSAC Board of Directors were informed in writing and briefed on WSAC Conflict of Interest Policy. The motion passed.

Statewide Boards and Commissions: Derek presented the State Boards and Commission positions that WSAC was recruiting for:

A motion was made by Jim Johnson and seconded by Chris Branch, to appoint Jerome Delvin to fill the vacancy on the Court Security Task Force. The motion passed.

2023 County Leaders Conference: Derek Anderson presented and discussed the 2021 site selection information and process. The conference is expected to co-locate with affiliate organizations and partners, which increases the need for meeting and hotel space accommodations.

Resolution #2019-02: A motion was made by Vickie Raines and seconded by David Sauter to approve Resolution #2019-02 to accept the site selection of the Yakima Convention Center as the preferred location for the 2023 Annual Conference and General Business Meeting. The motion passed.

WSAC Comprehensive Policy Manual Amendment – Business Partners: Eric presented the recommended amendments to the Comprehensive Policy Manual:

Section II, Members, Part 5 – Standing Committees, Task Forces, and Caucuses

Creates the Marketing and Partnerships Committee to review and recommend future partnerships and defines Membership, objectives, responsibilities, governance and function.

Washington State Association of Counties
MINUTES OF MEETING OF THE BOARD OF DIRECTORS
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Section V, Partners, Part 2 – Organizational/Business Partners

Defines the parameters and considerations for entering into agreements and partnerships.

Resolution #2019-03: A motion was made by Dennis Weber and seconded by Chris Branch, to approve the Revisions and amendments to the WSAC Comprehensive Policy Manual. The motion unanimously approved.

2019 Board of Directors/Legislative Steering Committee Planning Meeting Discussion: Board members discussed potential outcomes and results for the upcoming Board of Directors and Legislative Steering Committee Planning Meeting scheduled Thursday, May 9th and Friday, May 10th at the Courtyard Richland Columbia Point, Benton County. Preliminary goals and actions from past meetings were included in the packet.

Legal Affairs

The Board announced an **EXECUTIVE SESSION**, in compliance with RCW 42.30. 110(1)(i), to discuss current and potential litigation at 2:20 p.m. and were joined by members of the Legislative Steering Committee. The session ended at 3:00 p.m. The Board **EXTENDED** the **EXECUTIVE SESSION** for an additional 15 minutes. The Board **EXTENDED** the **EXECUTIVE SESSION** for an additional time at 3:15 pm. WSAC's legal counsel, Paul Lawrence was present. No decisions were made. **EXECUTIVE SESSION** concluded at 3:25 p.m.

Mellani McAleenan updated the members on the current Amicus Brief requests that WSAC is involved in.

Reports

Member Reports & Staff Reports: Member and staff reports were made available in the board packet.

Closing

Next Meeting: The next meeting of the Board of Directors will be on Wednesday, May 8, 2019 at the Courtyard Richland Columbia Point, Benton County, Richland, Washington.

Adjourn: There being no further business; President Scott Hutsell adjourned the meeting at 5:11 p.m.

Respectfully submitted:

Scott Hutsell, WSAC President

Michael Largent, WSAC Second Vice President

May 8, 2019



BUSINESS ACTION AND REPORTS

May 8, 2019

TO: WSAC Board of Directors

FROM: Eric Johnson, Executive Director

PREPARED BY: Derek Anderson, Director, Member Services and Communications

SUBJECT: Appointments and Nominations to Statewide Boards & Commissions

The following nominations were received for open county represented positions on statewide boards and commissions. Attached are applications and statement of interests from each candidate.

Appointments by the WSAC Board of Directors

County Road Administration Board 20,000 - 125,000 pop. – Engineer

Eligibility: County Engineer

Number of Positions: One

Number of Applications Received: Four

Craig Erdman, Franklin County Engineer

Monte Reinders, Jefferson County Engineer

Mark Storey, Whitman County Engineer

Josh Thomson, Okanogan County Engineer

County Road Administration Board 20,000 pop. or less

Eligibility: County Commissioner

Number of Positions: One

Number of Applications Received: Two

Rob Coffman, Lincoln County Commissioner

Bob Hamlin, Skamania County Commissioner

County Road Administration Board 20,000 – 125,000 pop.

Eligibility: WSAC Member

Number of Positions: One

Number of Applications Received: Five

Bob Koch, Franklin County Commissioner

Bobby Jackson, Lewis County Commissioner

Randy Ross, Grays Harbor County Commissioner

Michael Runyon, Pacific County Commissioner

Cory Wright, Kittitas County Commissioner

Noxious Weed Control Board

Eligibility: WSAC Member

Number of Positions: One

Number of Applications Received: One

Randy Johnson, Clallam County Commissioner

Nominations to the Governor

Public Works Board

Eligibility: WSAC Member

Number of Positions: One

Number of Applications Received: One

Sharon Trask, Mason County Commissioner

Openings Receiving No Nominations

Transportation Improvement Board – County Elected – 125k pop or greater, Western WA.

WSAC Nominates, Appointed by Governor

Positions available – 1

WSAC will continue to recruit for these positions acknowledging that the Executive Board may make appointments prior to the September Board of Director's meeting if nominations/applications are received.



COMPREHENSIVE POLICY MANUAL

Part 6 – Legislative Hosted Events

WSAC shall reimburse Active Members eligible meal and beverage expenses incurred when hosting legislators to discuss WSAC and County legislative issues. These reimbursements are subject to the availability of funds, and members should verify the availability of funds prior to hosting and seeking reimbursement. All requests for reimbursement must be submitted on WSAC's *Legislative Hosted Event Reimbursement Form*.

Part 7 – National Association of Counties County Leadership Institute

The National Association of Counties (NACo) sponsors an annual "County Leadership Institute" designed to "enhance the capacity of county officials to identify and implement solutions that engage a broad network of interests that cross boundaries that traditionally separate different sectors and jurisdictions."

Each year, WSAC shall solicit nominations from members to represent WSAC and that meet the following criteria:

- Have served at least one term and have been reelected to office;
- Be active in WSAC including in a leadership capacity, e.g., Board Member, LSC Member, etc.;
- Willing to continue serve in a leadership position;
- Able to report to the WSAC membership following completion of the program;
- Be an elected county official in a NACo member county; and
- NACo preference is given to those serving at least one term and no more than eight years in office.

WSAC Executive Board shall select one nominee and an alternate based on those members that express interest and meet the policy criteria.

WSAC will cover the registration cost of \$1,500 which includes four nights lodging, receptions, lunches and public transportation. Other program costs are supported by Institute sponsors.

The selected participant is responsible for travel to and from Washington D.C, some meals, ground transportation to/from airport, and incidentals.

Part 8 – Boards & Commissions

Active WSAC Members are encouraged to self-nominate themselves to serve as WSAC's representative on one or more of the many statewide boards, commissions, committees, task forces, and work groups for which positions are available through statute or by request of the authorizing body.



COMPREHENSIVE POLICY MANUAL

The nomination process is:

- Positions that are vacant or that will become vacant prior to the following scheduled WSAC Board of Directors' meeting shall be announced no later than 3 weeks prior to the next regularly scheduled Board of Directors meeting via the Association's communication system and/or email to the Active Members and applicable affiliate members.
- Active Members must apply through the Association's online statement of interest form.
- The deadline for submitting online statement of interest forms for vacant positions will be 10 days prior to the next regularly scheduled Board of Directors meeting or, for Tier 2 positions as described below, as requested by the authorizing body.

The selection process is decided by the type of position listed below:

Tier 1: Appointment or Nomination by full WSAC Board of Directors

- Nominations for all Gubernatorial Appointments (except for those created under statute with extreme deadlines).
- Agency, Committee and Task Force appointments and nominations whose deadlines fall within regularly scheduled WSAC Board meeting windows.

Tier 2: Appointment or Nomination by WSAC Executive Committee

- Nominations for only those Gubernatorial Appointments with extreme deadlines recently created by statute.
- Agency, Committee and Task Force appointments and nominations when notification of the seat and the ensuing deadline both occur between WSAC Board meetings.

Every attempt will be made to bring as many decisions to the full WSAC Board as possible.

Board Appointment/Nomination Process

For Boards or Commissions where the WSAC Board of Directors are responsible for nominating individuals, the following process will be used:

Board of Directors' may approve that all nominees be forwarded to the appointing authority for further review via voice vote.

For Boards or Commissions where the WSAC Board of Directors have appointing authority, the following process will be used:

For positions receiving two statements of interest, the Board of Directors shall conduct a hand vote to determine which candidate is the nominee/appointee. For positions receiving more than two statements of interest and where it is necessary to reduce the number of nominees, the board shall conduct an exhaustive ballot voting system until it is determined which candidate(s) are the nominee/appointee.



COMPREHENSIVE POLICY MANUAL

The exhaustive ballot voting system provides that each board member cast a single vote for his or her selected nominee. If no candidate is supported by an overall majority of votes then the candidate with the fewest votes is eliminated and a further round of voting occurs. This process is repeated for as many rounds as necessary until one nominee has a majority of the Board of Directors present to vote. If more than one nominee needs to be selected, the Board shall continue to vote until a second nominee has a majority, and so on.

Notification of Board Appointment/Nomination

WSAC staff is responsible for notifying applicants of the Board's decision(s) no later than 7 days after the board's vote.

A letter detailing the Board's action will be provided to the managing agency, authority, or director no later than 7 days after the board's vote.

Those nominated to the Governor for appointment by the WSAC Board of Directors must complete an online statement of interest with the Governor's Office. WSAC Staff will provide a link to this form via email no later than 7 days after the board's vote.

Upon Appointment

Appointees of WSAC will represent the interests and positions of the Association and act in the best interest of all counties.

Those appointed to represent the Washington State Association of Counties may be asked to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which they serve.

Part 9 – Amicus Brief Policy and Process

General

It is the intent of the WSAC Board of Directors to assure a systematic process to determine WSAC's *amicus curiae* participation in appellate judicial matters. WSAC shall follow the following process to make such determination. It is recognized that in some instances, WSAC has a significant interest in shaping the issues and arguments presented to the court. Recognizing that counties authorities and powers are defined by the state constitution, statutes, and regulations, WSAC should use the *amicus curiae* process to present its unique point of view;

1. The request to participate in an amicus brief must come from an elected county executive or from the majority of a county legislative authority;
2. Requests must be accompanied by a completed WSAC Amicus Curiae Brief Request Form, which is available on the WSAC website;
3. WSAC generally limits its involvement to Supreme Court cases. WSAC reserves the option to begin its involvement at the Court of Appeals, but will generally limit those instances to cases that relate to county structure or organic powers;

COUNTY ROAD ADMINISTRATION BOARD

COUNTY COMMISSIONERS/ COUNCIL MEMBERS

COUNTY ENGINEERS

1965:	<p>Harry Sprinker, Pierce Lee Crossen, Yakima Frank Guest, Island M. O. "Bud" Olsen, Lincoln John Pearseall, Grays Harbor Jack Abrams, Okanogan</p>	<p>Emil Barcklay, Pend Oreille John Arrasmith, Spokane Cecil Kinder, Clark</p>
1966:	<p>Jack Abrams, Okanogan Lee Crossen, Yakima Frank Guest, Island M. O. "Bud" Olsen, Lincoln John Pearsall, Grays Harbor Harry Sprinker, Pierce, Chair</p>	<p>Emil Barcklay, Pend Oreille Cecil Kinder, Clark John Arrasmith, Spokane</p>
1967:	<p>Jack Abrams, Okanogan Lee Crossen, Yakima Frank Guest, Island M. O. "Bud" Olsen, Lincoln John Pearsall, Grays Harbor Harry Sprinkler, Pierce, Chair</p>	<p>Emil Barcklay, Pend Oreille Cecil Kinder, Clark John Arrasmith, Spokane</p>
1968:	<p>Harry Sprinkler, Pierce Jack Abrams, Okanogan Angus McDonald, Yakima Frank Guest, Island M.O. "Bud" Olsen, Lincoln</p>	<p>John Arrasmith, Spokane Emil Barcklay, Pend Oreille Cecil Kinder, Clark Don West, Chelan</p>
1969:	<p>Frank Guest, Island George Huntingford, Jefferson Angus McDonald, Yakima Wes P. Brown, Benton Wallace Ramsdell, Pierce Lloyd Farmer, Douglas</p>	<p>Harry Martin, Snohomish Donald West, Chelan Mitt Sanstrom, San Juan</p>
1970:	<p>Wes Brown, Benton Lloyd Farmer, Douglas Thomas Forsythe, King George Huntingford, Jefferson Lee Strand, Stevens Angus McDonald, Yakima</p>	<p>Harry Martin, Snohomish Jack Norelius, Skamania Donald West, Chelan</p>

**COUNTY COMMISSIONERS/
COUNCIL MEMBERS**

COUNTY ENGINEERS

1971:	Wes Brown, Benton Lloyd Farmer, Douglas Thomas Forsythe, King Russell Hawkins, San Juan Lee Strand, Stevens Angus McDonald, Yakima	Peter Hemstead, Grant Gary Gasaway, Columbia Harry Martin, Snohomish
1972:	Thomas Forsythe, King Lee Strand, Stevens Russell Hawkins, San Juan Martin Auseth, Mason E. W. "Bill" Parsons, Spokane Wes Brown, Benton	Harry Martin, Snohomish Gary Gasaway, Columbia Peter Hemstead, Grant
1973:	Don Whitmill, San Juan Bill Parsons, Spokane Martin Auseth, Mason Lee Strand, Stevens Thomas Forsythe, King Wes Brown, Benton	Peder Hemstead, Grant Harry D. Martin, Snohomish Gary Gasaway, Columbia
1974:	Don Whitmill, San Juan Bill Parsons, Spokane Martin Auseth, Mason Lee Strand, Stevens R. A. "Omar" Youmans, Grays Harbor Thomas Forsythe, King	Gary Gasaway, Columbia Harry D. Martin, Snohomish Lloyd Johnson, Skagit
1975:	Don Whitmill, San Juan Lenore Lambert, Yakima Terry Unger, Whatcom Lee Strand, Stevens R. A. "Omar" Youmans, Grays Harbor Thomas Forsythe, King	Glen Oliver, Lincoln Lloyd Johnson, Skagit Harry Martin, Snohomish
1976:	Don Whitmill, San Juan Lenore Lambert, Yakima George Sheridan, Pierce Harry Wegner, Whitman R. A. "Omar" Youmans, Grays Harbor Terry Unger, Whatcom	Glen Oliver, Lincoln Jan Rosholt, Clark Lloyd Johnson, Skagit

**COUNTY COMMISSIONERS/
COUNCIL MEMBERS**

COUNTY ENGINEERS

1977:	Jack Peek, Wahkiakum Ray Christensen, Spokane Jim Rogers, Franklin Terry Unger, Whatcom Pat Gallagher, Pierce Harry Wegner, Whitman	Jan Rosholt, Clark John Trent, Pacific Glen Oliver, Lincoln
1978:	Jack Peek, Wahkiakum Ray Christensen, Spokane Harold Cooper, Lewis Pat Gallagher, Pierce Jim Rogers, Franklin Harry Wegner, Whitman	Glen Oliver, Lincoln Jan Rosholt, Clark John Trent, Pacific
1979:	Jack Peek, Wahkiakum Harold Cooper, Lewis Pat Gallagher, Pierce Roy Lumaco, Kittitas Ray Christensen, Spokane Jim Rogers, Franklin	Glen Oliver, Lincoln John Trent, Pacific Jerry Weed, Snohomish
1980:	Jack Peek, Wahkiakum Harold Cooper, Lewis Pat Gallagher, Pierce Harmon Johnson, Walla Walla Roy Lumaco, Kittitas Ray Christensen, Spokane	Glen Oliver, Lincoln Gene Sampley, Skagit Jerry Weed, Snohomish
1981:	Jack Peek, Wahkiakum Harold Cooper, Lewis Jake Bujacich, Pierce Chuck Klarich, Yakima Roy Lumaco, Kittitas Harmon Johnson, Walla Walla	Herb Pease, Pend Oreille Gene Sampley, Skagit Jerry Weed, Snohomish
1982:	Jack Peek, Wahkiakum Harold Cooper, Lewis Roy Lumaco, Kittitas Harmon Johnson, Walla Walla Jake Bujacich, Pierce Chuck Klarich, Yakima	Herb Pease, Pend Oreille Gene Sampley, Skagit Jerry Fay, Clark

**COUNTY COMMISSIONERS/
COUNCIL MEMBERS**

COUNTY ENGINEERS

1983:	Andy Rustemeyer, Lincoln Harold Cooper, Lewis Roy Lumaco, Kittitas Harmon Johnson, Walla Walla Jake Bujacich, Pierce Chuck Klarich, Yakima	Herb Pease, Pend Oreille Al Williams, Thurston Jerry Fay, Clark
1984:	Jack Bujacich, Pierce Harmon Johnson, Walla Walla Roy Lumaco, Kittitas Annette McGee, Mason Andy Rustemeyer, Lincoln Chuck Klarich, Yakima	Jerry Fay, Clark Herbert Pease, Pend Oreille Al Williams, Thurston
1985:	Jack Bujacich, Pierce Harmon Johnson, Walla Walla Bruce Whitemarsh, Franklin Annette McGee, Mason Andy Rustemeyer, Lincoln Chuck Klarich, Yakima	George Stillman, Clark Herbert Pease, Pend Oreille Al Williams, Thurston
1986:	Jack Bujacich, Pierce Don Sorenson, Kittitas Bruce Whitemarsh, Franklin Andy Rustemeyer, Lincoln Chuck Klarich, Yakima Annette McGee, Mason	George Stillman, Clark Al Williams, Thurston Marv Carroll, Whitman
1987:	W.H. "Bill" Mahan, Kitsap Don Sorenson, Kittitas Bruce Whitemarsh, Franklin Brian Corcoran, Snohomish Annette McGee, Mason Andy Rustemeyer, Lincoln	George Stillman, Clark Marvin Carroll, Whitman Gary Gasaway, Columbia
1988:	W.H. "Bill" Mahan, Kitsap Don Sorenson, Kittitas Bruce Whitemarsh, Franklin Don Britton, Snohomish Annette McGee, Mason Andy Rustemeyer, Lincoln	Lou Haff, King Marvin Carroll, Whitman Gary Gasaway, Columbia

**COUNTY COMMISSIONERS/
COUNCIL MEMBERS**

COUNTY ENGINEERS

1989:	Jay Weber, Douglas Richard Maruhn, Cowlitz Charles Gorden, Pierce Douglas Corliss, San Juan Annette McGee, Mason Graham Tollefson, Yakima	Lloyd Berry, Chelan Lou Haff, King Gary Gasaway, Columbia
1990:	Jay Weber, Douglas Richard Maruhn, Cowlitz Gordon Koetje, Island Marie Bremner, Ferry Bill Stoner, Pierce Graham Tollefson, Yakima	Lloyd Berry, Chelan Lou Haff, King Gary Gasaway, Columbia
1991:	Jay Weber, Douglas Richard Maruhn, Cowlitz Gordon Koetje, Island Marie Bremner, Ferry Bill Stoner, Pierce Graham Tollefson, Yakima	Lloyd Berry, Chelan Jay Armstrong, Thurston Gary Gasaway, Columbia
1992:	Bill Stoner, Pierce Win Granlund, Kitsap Gordon Koetje, Island Marie Bremner, Ferry Jay Winter, Lewis Jay Weber, Douglas	Steve Stanton, Walla Walla Jay Armstrong, Thurston Gary Gasaway, Columbia
1993:	Jay Weber, Douglas Bill Stoner, Pierce Marie Bremner, Ferry Robby Robinson, Skagit Win Granlund, Kitsap Mary Seubert, Kittitas	Jay Armstrong, Thurston Steve Stanton, Walla Walla Ron Loewen, San Juan
1994:	Marie Bremner, Ferry Robby Robinson, Skagit Win Granlund, Kitsap Mary Seubert, Kittitas Jay Weber, Douglas John Magnano, Clark	Steve Stanton, Walla Walla Ron Loewen, San Juan Jay Armstrong, Thurston

**COUNTY COMMISSIONERS/
COUNCIL MEMBERS**

COUNTY ENGINEERS

1995:	Win Granlund, Kitsap Mary Seubert, Kittitas Jay Weber, Douglas John Magnano, Clark Harvey Wolden, Skagit Gary Kohler, Ferry	Steve Stanton, Walla Walla Ron Loewen, San Juan Jay Armstrong, Thurston
1996:	Robert Imhof, Whatcom Mary Seubert, Kittitas Jay Weber, Douglas Ken Madsen, Pierce Harvey Wolden, Skagit Gary Kohler, Ferry	Steve Stanton, Walla Walla Walt Olsen, Pend Oreille Jack Bilsborough, Snohomish
1997:	Robert Imhof, Whatcom Mary Seubert, Kittitas Jay Weber, Douglas Harold Moss, Pierce Harvey Wolden, Skagit Gary Kohler, Ferry	Steve Stanton, Walla Walla Walt Olsen, Pend Oreille Jack Bilsborough, Snohomish
1998:	Robert Imhof, Whatcom Mary Seubert, Kittitas Don Scheibe, Asotin Harold Moss, Pierce Harvey Wolden, Skagit Gary Kohler, Ferry	Steve Stanton, Walla Walla Walt Olsen, Pend Oreille Jack Bilsborough, Snohomish
1999:	Robert Imhof, Whatcom Tim Snead, Grant Don Scheibe, Asotin Harold Moss, Pierce Harvey Wolden, Skagit Gary Kohler, Ferry	Ken Stone, Cowlitz Walt Olsen, Pend Oreille Jack Bilsborough, Snohomish
2000:	Robert Imhof, Whatcom Tim Snead, Grant Don Scheibe, Asotin Harold Moss, Pierce Harvey Wolden, Skagit Gary Kohler, Ferry	Ken Stone, Cowlitz Walt Olsen, Pend Oreille Randy Casteel, Kitsap

**COUNTY COMMISSIONERS/
COUNCIL MEMBERS**

COUNTY ENGINEERS

2001:	Robert Imhof, Whatcom Tim Snead, Grant Don Scheibe, Asotin Harold Moss, Pierce David Carey, Walla Walla Dean Burton, Garfield	Ken Stone, Cowlitz Robert Breshears, Lincoln Randy Casteel, Kitsap
2002:	Judie Stanton, Clark Tim Snead, Grant Don Scheibe, Asotin Harold Moss, Pierce David Carey, Walla Walla Dean Burton, Garfield	Ken Stone, Cowlitz Robert Breshears, Lincoln Randy Casteel, Kitsap
2003:	Judie Stanton, Clark Tim Snead, Grant Don Scheibe, Asotin Harold Moss, Pierce David Carey, Walla Walla Dean Burton, Garfield	Jim Whitbread, Stevens Robert Breshears, Lincoln Randy Casteel, Kitsap
2004:	Patty Lent, Kitsap Judie Stanton, Clark Tim Snead, Grant Don Scheibe, Asotin David Carey, Walla Walla Dean Burton, Garfield	Thomas Ballard, Pierce Jim Whitbread, Stevens Robert Breshears, Lincoln Brian Stacy, Pierce
2005:	Dean Burton, Garfield David Carey, Walla Walla Patty Lent, Kitsap Greg Partch, Whitman Ray Thayer, Klickitat Marc Boldt, Clark	Jim Whitbread, Stevens Robert Breshears, Lincoln Tod LeFevre, Skamania Brian Stacy, Pierce
2006:	Dean Burton, Garfield David Carey, Walla Walla Patty Lent, Kitsap Ray Thayer, Klickitat Marc Boldt, Clark Doug Mattoon, Asotin	Jim Whitbread, Stevens Tod LeFevre, Skamania Brian Stacy, Pierce

**COUNTY COMMISSIONERS/
COUNCIL MEMBERS**

COUNTY ENGINEERS

2007:	Dean Burton, Garfield David Carey, Walla Walla John Koster, Snohomish Ray Thayer, Klickitat Marc Boldt, Clark Doug Mattoon, Asotin	Jim Whitbread, Stevens Tod LeFevre, Skamania Brian Stacy, Pierce Drew Woods, Columbia
2008:	Dean Burton, Garfield David Carey, Walla Walla John Koster, Snohomish Ray Thayer, Klickitat Marc Boldt, Clark Doug Mattoon, Asotin	Jim Whitbread, Stevens Brian Stacy, Pierce Drew Woods, Columbia
2009:	Dean Burton, Garfield David Carey, Walla Walla John Koster, Snohomish Ray Thayer, Klickitat Marc Boldt, Clark Doug Mattoon, Asotin Dale Snyder, Douglas	Jim Whitbread, Stevens Brian Stacy, Pierce Drew Woods, Columbia
2010:	Dean Burton, Garfield John Koster, Snohomish Ray Thayer, Klickitat Marc Boldt, Clark Doug Mattoon, Asotin Dale Snyder, Douglas	Jim Whitbread, Stevens Brian Stacy, Pierce Drew Woods, Columbia
2011:	Dean Burton, Garfield John Koster, Snohomish Ray Thayer, Klickitat Dale Snyder, Douglas Bob Koch, Franklin Mike Leita, Yakima	Brian Stacy, Pierce Drew Woods, Columbia Derek Pohle, Grant
2012:	Dean Burton, Garfield John Koster, Snohomish Ray Thayer, Klickitat Dale Snyder, Douglas Bob Koch, Franklin Mike Leita, Yakima	Brian Stacy, Pierce Drew Woods, Columbia Derek Pohle, Grant

**COUNTY COMMISSIONERS/
COUNCIL MEMBERS**

COUNTY ENGINEERS

2013:	Dean Burton, Garfield John Koster, Snohomish Dale Snyder, Douglas Bob Koch, Franklin Mike Leita, Yakima Bill Schulte, Lewis Rob Coffman, Lincoln	Brian Stacy, Pierce Drew Woods, Columbia Derek Pohle, Grant Mark Storey, Whitman
2014:	Dale Snyder, Douglas Bob Koch, Franklin Todd Mielke, Spokane Bill Schulte, Lewis Rob Coffman, Lincoln Ken Klein, Snohomish	Brian Stacy, Pierce Drew Woods, Columbia Mark Storey, Whitman
2015:	Dale Snyder, Douglas Bob Koch, Franklin Todd Mielke, Spokane Bill Schulte, Lewis Rob Coffman, Lincoln Ken Klein, Snohomish Lisa Janicki, Skagit Kathy Lambert, King	Brian Stacy, Pierce Drew Woods, Columbia Mark Storey, Whitman
2016:	Dale Snyder, Douglas Bob Koch, Franklin Todd Mielke, Spokane Bill Schulte, Lewis Rob Coffman, Lincoln Ken Klein, Snohomish Lisa Janicki, Skagit Kathy Lambert, King Al French, Spokane	Brian Stacy, Pierce Drew Woods, Columbia Mark Storey, Whitman
2017:	Bob Koch, Franklin Helen Price Johnson, Island Rob Coffman, Lincoln Lisa Janicki, Skagit Kathy Lambert, King Al French, Spokane	Brian Stacy, Pierce Drew Woods, Columbia Mark Storey, Whitman

2018:	Bob Koch, Franklin Helen Price Johnson, Island Rob Coffman, Lincoln Lisa Janicki, Skagit Kathy Lambert, King Al French, Spokane	Brian Stacy, Pierce Drew Woods, Columbia Mark Storey, Whitman
2019:	Bob Koch, Franklin Randy Ross, Grays Harbor Rob Coffman, Lincoln Lisa Janicki, Skagit Kathy Lambert, King Al French, Spokane	Brian Stacy, Pierce Grant Morgan, Garfield Mark Storey, Whitman



Resolution # 2019-04

WHEREAS, the Washington State Association of Counties' Board of Directors is charged with making recommendations and/or appointments to numerous Washington State boards, commissions, and committees; and

WHEREAS, it is vital that county governments' interests are fully represented on statewide boards, commissions and committees; and

WHEREAS, there is an opening on the County Road Administration Board, 20,000 – 125,000 pop. Engineer; and

WHEREAS, the following County Engineers have sought nomination for this opening:

Craig Erdman, Franklin County Engineer
Monte Reinders, Jefferson County Engineer
Mark Storey, Whitman County Engineer
Josh Thomson, Okanogan County Engineer

NOW THEREFORE, BE IT RESOLVED, that the Washington State Association of Counties' Board of Directors appoints the following County Engineer to the County Road Administration Board 20,000 – 125,000 pop. Engineer seat:

BE IT FURTHER RESOLVED, that WSAC staff be directed to immediately transmit the appointee's name to the County Road Administration Board; and

BE IT FURTHER RESOLVED, that WSAC staff is directed to contact the appointee(s) of their selection; and

BE IT FURTHER RESOLVED, that applicants not selected be notified and thanked for their commitment and interest in representing county government.

Approved by the Board of Directors of the Washington State Association of Counties on May 8, 2019.

Scott Hutsell, WSAC President

Michael Largent, WSAC Second Vice President



Resolution # 2019-05

WHEREAS, the Washington State Association of Counties' Board of Directors is charged with making recommendations and/or appointments to numerous Washington State boards, commissions, and committees; and

WHEREAS, it is vital that county governments' interests are fully represented on statewide boards, commissions and committees; and

WHEREAS, there is an opening on the County Road Administration Board pop. 20,000 or less; and

WHEREAS, the following County Commissioners, Councilmembers, and Councilors have sought nomination for this opening:

Rob Coffman, Lincoln County Commissioner
Bob Hamlin, Skamania County Commissioner

NOW THEREFORE, BE IT RESOLVED, that the Washington State Association of Counties' Board of Directors appoints the following WSAC Member to the County Road Administration Board pop. 20,000 or less seat:

BE IT FURTHER RESOLVED, that WSAC staff be directed to immediately transmit the appointee's name to the County Road Administration Board; and

BE IT FURTHER RESOLVED, that WSAC staff is directed to contact the appointee(s) of their selection; and

BE IT FURTHER RESOLVED, that applicants not selected be notified and thanked for their commitment and interest in representing county government.

Approved by the Board of Directors of the Washington State Association of Counties on May 8, 2019.

Scott Hutsell, WSAC President

Michael Largent, WSAC Second Vice President



Resolution # 2019-06

WHEREAS, the Washington State Association of Counties' Board of Directors is charged with making recommendations and/or appointments to numerous Washington State boards, commissions, and committees; and

WHEREAS, it is vital that county governments' interests are fully represented on statewide boards, commissions and committees; and

WHEREAS, there is an opening on the County Road Administration Board 20,000 - 125,000 pop.; and

WHEREAS, the following County Commissioners, Councilmembers, and Councilors have sought nomination for this opening:

Bob Koch, Franklin County Commissioner
Bobby Jackson, Lewis County Commissioner
Randy Ross, Grays Harbor County Commissioner
Michael Runyon, Pacific County Commissioner
Cory Wright, Kittitas County Commissioner

NOW THEREFORE, BE IT RESOLVED, that the Washington State Association of Counties' Board of Directors appoints the following WSAC Member to the County Road Administration 20,000 - 125,000 pop seat:

BE IT FURTHER RESOLVED, that WSAC staff be directed to immediately transmit the appointee's name to the County Road Administration Board; and

BE IT FURTHER RESOLVED, that WSAC staff is directed to contact the appointee(s) of their selection; and

BE IT FURTHER RESOLVED, that applicants not selected be notified and thanked for their commitment and interest in representing county government.

Approved by the Board of Directors of the Washington State Association of Counties on May 8, 2019.

Scott Hutsell, WSAC President

Michael Largent, WSAC Second Vice President



Resolution # 2019-07

WHEREAS, the Washington State Association of Counties' Board of Directors is charged with making recommendations and/or appointments to numerous Washington State boards, commissions, and committees, and

WHEREAS, it is vital that county governments' interests are fully represented on statewide boards, commissions and committees; and

WHEREAS, there is a vacancy on the Noxious Weed Control Board; and

WHEREAS, the following County Commissioners, Councilmembers, and Councilors have sought appointment for this vacancy:

Randy Johnson, Clallam County Commissioner

NOW THEREFORE, BE IT RESOLVED, that the Washington State Association of Counties' Board of Directors appoints the following member(s) to the Noxious Weed Control Board:

BE IT FURTHER RESOLVED, that WSAC staff be directed to immediately transmit the appointee's name(s) to Noxious Weed Control Board; and

BE IT FURTHER RESOLVED, that WSAC staff is directed to contact the nominees of their selection; and

BE IT FURTHER RESOLVED, that applicants not selected be notified and thanked for their commitment and interest in representing county government.

Approved by the Board of Directors of the Washington State Association of Counties on May 8, 2019.

Scott Hutsell, WSAC President

Michael Largent, WSAC Second Vice President



Resolution # 2019-08

WHEREAS, the Washington State Association of Counties' Board of Directors is charged with making recommendations and/or appointments to numerous Washington State boards, commissions, and committees, and

WHEREAS, it is vital that county governments' interests are fully represented on statewide boards, commissions and committees; and

WHEREAS, there is a vacancy on the Public Works Board; and

WHEREAS, the following County Commissioners, Councilmembers, and Councilors have sought nomination for this vacancy:

Sharon Trask, Mason County Commissioner

NOW THEREFORE, BE IT RESOLVED, that the Washington State Association of Counties' Board of Directors nominates the following member(s) to the Public Works Board:

BE IT FURTHER RESOLVED, that WSAC staff be directed to immediately transmit the nominee's name(s) to the Office of the Governor of Washington State; and

BE IT FURTHER RESOLVED, that WSAC staff is directed to contact the nominees of their selection; and

BE IT FURTHER RESOLVED, that applicants not selected be notified and thanked for their commitment and interest in representing county government.

Approved by the Board of Directors of the Washington State Association of Counties on May 8, 2019.

Scott Hutsell, WSAC President

Michael Largent, WSAC Second Vice President

Boards and Commissions

Submission Date	04-30-2019 12:58:37
Position of Interest:	CRAB (Engineer) Pop. 20K - 125K
Name	Josh Thomson
Title	County Engineer
County:	Okanogan County
Phone Number	(509) 422-7317
E-mail	jthomson@co.okanogan.wa.us
Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?	Yes
As an appointee or nominee of WSAC, you will represent the interests and positions of the Association and act in the best interests of all counties. You may be required to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which you serve. Do you agree to these responsibilities?	Yes

Statement of Interest - Why are you interested in serving on this Board or Commission? What specific expertise do you bring to the subject area(s)?

I would like to be considered for the CRABoard appointment. I support Mark Storey being reappointed, but in the event that WSAC is looking for a new face on the board, I would be excited and honored to serve.

As the Okanogan County Engineer for the past five years, I have come to a great appreciation for CRAB. The level of support they provide county engineers while filling a compliance roll is an example other state agencies should model. I have presented before the CRABoard on two occasions; once to request combining two projects, and the second seeking emergency funding to replace a failing short span structure. On both occasions, I found the board to be professional, well-informed, and helpful. This is an organization I would like to give back to, and I would be honored to serve on this board.

As a county engineer, I understand the joys and complexities of the position. I have experience ranging from budget preparation to WDFW negotiations, and back-of-the-napkin emergency fixes to multi-million dollar project designs. I believe my experience and perspective would be a benefit to CRAB. The Okanogan County Board of County Commissioners support my application for this position.

Prior to coming to Okanogan County, I worked for WSDOT in the Eastern Region and was a Sr. Project Manager for a large consulting engineering firm.

Boards and Commissions

Submission Date	04-30-2019 12:52:28
Position of Interest:	CRAB (Engineer) Pop. 20K - 125K
Name	Craig Erdman
Name	Craig Erdman
Title	County Engineer
County:	Franklin County
Phone Number	(509) 545-3514
E-mail	cerdman@co.franklin.wa.us
Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?	Yes
As an appointee or nominee of WSAC, you will represent the interests and positions of the Association and act in the best interests of all counties. You may be required to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which you serve. Do you agree to these responsibilities?	Yes
Statement of Interest - Why are you interested in serving on this Board or Commission? What specific expertise do you bring to the subject area(s)?	It would be a privilege to have the opportunity to serve the Counties and the organization, the County Road Administration Board, of which I hold in such high esteem.

Boards and Commissions

Submission Date	04-30-2019 13:54:49
Position of Interest:	CRAB (Engineer) Pop. 20K - 125K
Name	Mark Storey
Title	Director/County Engineer
County:	Whitman County
Phone Number	(509) 397-5204
E-mail	mark.storey@co.whitman.wa.us
Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?	Yes
As an appointee or nominee of WSAC, you will represent the interests and positions of the Association and act in the best interests of all counties. You may be required to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which you serve. Do you agree to these responsibilities?	Yes

Statement of Interest - Why are you interested in serving on this Board or Commission? What specific expertise do you bring to the subject area(s)?

WSAC Leadership:

I thank you, once again, for your time to consider my application to represent WSAC by serving on the County Road Administration Board. I have been a County Engineer for nearly 18 years, and a Public Works Director for the last 11 years. Prior to that, I was a consulting engineer for nearly 18 years. I served WSACE as Secretary Treasurer, President Elect, and President (2010-11), and am very familiar with the “inner workings” and goals of WSAC and WSACE. I was awarded the Washington State County Engineer of the Year Award in 2007, served on the Bridge Replacement Advisory Committee for 5 years (term ending in 2014) and was recently elected by my peers to serve as the Western Region Vice President of the National Association County Engineers, having already served as the Washington State Representative to the Board of Directors for several years. I have been involved in both State and National legislative issues for many years, and believe that Washington will be well served by my appointment to the CRAB Board. I have an excellent record serving as a link between the County Engineers and the County Commissioners for our mutual benefit.

I have reviewed the CRAB calendar, as a current member, and can easily attend the scheduled meetings for 2019. My attendance record over the last 6 years speaks for itself. Although the meeting schedule for 2020 has not been determined, I am confident that I will be able to meet the time commitments involved.

On a final note, I have asked the permission of the Whitman County Board of County Commissioners, and have received their informal “permission” to apply for this position again. In fact, they have always been very supportive of my efforts to serve the Counties through service to WSAC and CRAB. I firmly believe that serving one’s peers is one of the highest orders of professionalism. To me, serving on the CRAB Board to the benefit of Washington Counties, other County Engineers, County Commissioners, and the public, is a great professional honor. Finally, regardless of whether or not I am selected again, I will fully support whomever WSAC chooses for the position.

Respectfully submitted,

W. Mark Storey, PE
Director/County Engineer
Whitman County Public Works

Boards and Commissions

Submission Date	04-30-2019 14:21:29
Position of Interest:	CRAB (Engineer) Pop. 20K - 125K
Name	Monte Reinders
Title	Public Works Director/County Engineer
County:	Jefferson County
Phone Number	(360) 385-9242
E-mail	mreinders@co.jefferson.wa.us
Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?	Yes
As an appointee or nominee of WSAC, you will represent the interests and positions of the Association and act in the best interests of all counties. You may be required to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which you serve. Do you agree to these responsibilities?	Yes
Statement of Interest - Why are you interested in serving on this Board or Commission? What specific expertise do you bring to the subject area(s)?	<p>I have been a County Engineer since 2005 and also assumed the Public Works Director position in 2013 when it was combined. I have attended a number of CRAB meetings over the years and would be happy to serve as a member; however, I have no interest in displacing any current members who may wish to continue serving. It appeared in the WSAC email that there was a lack of applicants for this position and so I am putting my name in the hat. I enjoy interacting with fellow County Engineers and Commissioners to discuss issues that we share in common as well as learning about challenges unique to other counties. I feel like I can represent the perspective of some of the smaller counties, west side counties in particular, but know that I can always learn from other's experiences as well. I have a total of 21 years of public works experience at Jefferson County. Areas of responsibility include county roads, solid waste, parks, and sewer (in planning/design phase) with roads being my strength. Serving on this Board would be a good opportunity for professional growth. So, happy to serve, but also respectfully defer to those currently serving or with an even greater interest.</p>

Boards and Commissions

Submission Date	04-11-2019 15:21:15
Position of Interest:	CRAB (WSAC Member) Pop. < 20K
Name	Rob Coffman
Title	Commissioner
County:	Lincoln County
Phone Number	(509) 641-0099
E-mail	rcoffman@co.lincoln.wa.us
If elected official, your current term ends?	December 31 2022
Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?	Yes
As an appointee or nominee of WSAC, you will represent the interests and positions of the Association and act in the best interests of all counties. You may be required to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which you serve. Do you agree to these responsibilities?	Yes

Statement of Interest - Why are you interested in serving on this Board or Commission? What specific expertise do you bring to the subject area(s)?

April 11, 2019

To: Scott Hutsell, President, WSAC
Robert Gelder, Vice President, WSAC
Michael Largent, Second Vice President, WSAC
Stephanie Wright, Immediate Past President, WSAC

From: Rob Coffman, Lincoln County Commissioner

RE: County Road Administration Board Reappointment

Dear WSAC Board Members,

I am writing to respectfully request your consideration of my reappointment to the County Road Administration Board (CRAB).

Lincoln County has the most Unpaved Center-Line Miles (1,543) and the 3rd most Total Center-Line Miles (2,000) of any county in the State of Washington. As such, Lincoln County has many unique challenges in maintaining those roads with one of the state's smallest budgets. I feel that this unique perspective has allowed me to do an outstanding job representing all of the eight counties with populations less than 20,000 as well as all of the 39 counties.

I am well aware of the differing perspectives surrounding the tenures of commissioners/councilpersons serving on various boards. The thought that new members should be rotated in quickly to some boards is understandable in most situations. However, in the instance of the County Road Administration Board, I believe longevity is an extremely valuable asset. The WSAC Board has, in prior years, also apparently believed that longevity on the CRABoard was a good thing. As an example, Commissioner Dean Burton passionately served 12 years. Commissioner Jay Weber served 9 years on the CRABoard, then went on to serve 20+ years as the Executive Director. These are just a few examples.

Having a tenured person serving on CRAB is also valuable because of the fact that the Board only meets quarterly. This presents a problem for new board members in that, even after one full year, a person has only had a small opportunity to see and absorb the unique presentations and issues that are only dealt with annually.

Being in the county family now for 8 years, I certainly understand that CRAB is one of the most highly coveted boards that a WSAC member can serve on. But, it is also probably the most important state agency for counties. I believe it is imperative, in this instance, that the WSAC Board use its discretion to reappoint those members who are passionate about county roads, have the institutional knowledge of the agency, and have the long-term commitment to better the agency and the counties it serves.

Since becoming a Commissioner in 2011, there is not another board or commission that I have served on that has more value, not only my county but to the small counties that I represent on the Board. It is an honor and a pleasure to be a part of the CRAB family. In my estimation, there is not another agency in the state that is more efficiently operated or who has more dedication to the public and to the counties that they serve.

Thank you for your time in consideration of my reappointment to CRAB.

Rob Coffman

Boards and Commissions

Submission Date	04-23-2019 12:28:46
Position of Interest:	CRAB (WSAC Member) Pop. < 20K
Name	Bob Hamlin
Title	Commissioner
County:	Skamania County
Phone Number	(509) 774-9360
E-mail	hamlin@co.skamania.wa.us
If elected official, your current term ends?	December 31 2022
Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?	Yes
As an appointee or nominee of WSAC, you will represent the interests and positions of the Association and act in the best interests of all counties. You may be required to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which you serve. Do you agree to these responsibilities?	Yes

Statement of Interest - Why are you interested in serving on this Board or Commission? What specific expertise do you bring to the subject area(s)?

Being in my second term as a commissioner I feel that I've gained insight and knowledge as to the efforts and responsibilities our County Road department faces on a daily basis. I feel that I could offer to the Board a voice that represents the small rural county viewpoint with a mindset that is objective and unbiased.

In my previous career I was a building contractor and I still hold a current license. Working in the field on projects was my passion and joy. I enjoyed taking on projects and seeing them through from inception to completion.

Before I was elected to the BOCC I served on the Home Valley Water District Board and gained an appreciation of the level of Public Works projects that even a small water district has to take on and accomplish.

Some of my other assignments as a commissioner have been to serve on the Mid-Columbia Economic Development board, which is bi-state with Oregon. I've also served on the Lower Columbia Fish Recovery Board and the Southwest Washington Clean Air Agency. These organizations also have crossover into areas dealing with transportation. I appreciate your consideration and review of my application.

Sincerely, Bob Hamlin

Boards and Commissions

Submission Date	04-11-2019 15:52:06
Position of Interest:	CRAB (WSAC Member) Pop. 20k - 125k
Name	Randy Ross
Title	Commissioner
County:	Grays Harbor County
Phone Number	(360) 591-5928
E-mail	rross@co.grays-harbor.wa.us
If elected official, your current term ends?	December 31 2020
Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?	Yes
As an appointee or nominee of WSAC, you will represent the interests and positions of the Association and act in the best interests of all counties. You may be required to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which you serve. Do you agree to these responsibilities?	Yes
Statement of Interest - Why are you interested in serving on this Board or Commission? What specific expertise do you bring to the subject area(s)?	<p>I have been serving in the position as an elected county commissioner serving WSAC and the state of Washington. I find the duties meaningful and understand the importance of having knowledgeable elected officials involved on the board. I have enjoyed serving and would be honored to be reappointed.</p>

Boards and Commissions

Submission Date	04-11-2019 16:46:17
Position of Interest:	CRAB (WSAC Member) Pop. 20k - 125k
Name	Bob Koch
Title	Commissioner
County:	Franklin County
Phone Number	(509) 546.7088
E-mail	rkoch@co.franklin.wa.us
If elected official, your current term ends?	December 31 2020
Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?	Yes
As an appointee or nominee of WSAC, you will represent the interests and positions of the Association and act in the best interests of all counties. You may be required to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which you serve. Do you agree to these responsibilities?	Yes
Statement of Interest - Why are you interested in serving on this Board or Commission? What specific expertise do you bring to the subject area(s)?	<p>I am now a member of the County Road Administration Board and hope to be reappointed. Also have been on Transportation Improvement Board since 2015. Have been a member of the Benton, Franklin, Walla Walla Good Roads and the WA Good Roads State Board since 2010. I feel that I have the road experience that would be beneficial to CRAB.</p> <p>Thank you,</p> <p>Bob</p>

Boards and Commissions

Submission Date	04-12-2019 11:01:32
Position of Interest:	CRAB (WSAC Member) Pop. 20k - 125k
Name	Bobby Jackson
Title	Commissioner Dist. 2
County:	Lewis County
Phone Number	(360) 740-1288
E-mail	bobby.jackson@lewiscountywa.gov
If elected official, your current term ends?	December 31 2020
Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?	Yes
As an appointee or nominee of WSAC, you will represent the interests and positions of the Association and act in the best interests of all counties. You may be required to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which you serve. Do you agree to these responsibilities?	Yes
Statement of Interest - Why are you interested in serving on this Board or Commission? What specific expertise do you bring to the subject area(s)?	I am interested in learning all I can about how the administration of funding works throughout the state, especially as it affects Lewis County. I will have a great support staff with our County Manager, Public Works Director and County Engineer in understanding how the board works, and I have had great conversations with Walt and John about the importance of the board. I believe I would be a great fit for this board.

Boards and Commissions

Submission Date	04-23-2019 11:26:06
Position of Interest:	CRAB (WSAC Member) Pop. 20k - 125k
Name	Michael Runyon
Title	Commissioner
County:	Pacific County
Phone Number	(360) 875-9337
E-mail	mrnyon@co.pacific.wa.us
If elected official, your current term ends?	December 31 2022
Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?	Yes
As an appointee or nominee of WSAC, you will represent the interests and positions of the Association and act in the best interests of all counties. You may be required to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which you serve. Do you agree to these responsibilities?	Yes
Statement of Interest - Why are you interested in serving on this Board or Commission? What specific expertise do you bring to the subject area(s)?	As a newly elected Pacific County Commissioner and past public works director at the City of Raymond, I would like to be involved representing rural Washington counties. My prior commission years were spent in the rock/quarry construction field [39 years]. I hope this would be a plus for the Board.

Boards and Commissions

Submission Date	04-25-2019 09:52:12
Position of Interest:	CRAB (WSAC Member) Pop. 20k - 125k
Name	Cory Wright
Title	Commissioner
County:	Kittitas County
Phone Number	(509) 962-7508
E-mail	cory.wright@co.kittitas.wa.us
If elected official, your current term ends?	December 31 2018
Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?	Yes
As an appointee or nominee of WSAC, you will represent the interests and positions of the Association and act in the best interests of all counties. You may be required to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which you serve. Do you agree to these responsibilities?	Yes
Statement of Interest - Why are you interested in serving on this Board or Commission? What specific expertise do you bring to the subject area(s)?	<p>I am interested in serving on CRAB to better understand the processes involved with funding and administering county roads. As a commissioner of a county facing exponential residential growth while trying to maintain a broad network of rural roads, I believe my perspective will help the board gain an understanding of the needs facing a majority of our state's counties.</p> <p>I have a 20-year history in the private sector doing project management, quality assurance and business development. I believe the experience and skills I have accumulated over this period will benefit the board.</p>

Boards and Commissions

Submission Date	04-23-2019 17:32:29
Position of Interest:	Noxious Weed Control Board
Name	Randy Johnson
Title	Commissioner
County:	Clallam County
Phone Number	(360) 460-4267
E-mail	rjohnson@co.clallam.wa.us
If elected official, your current term ends?	December 31 2020
Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?	Yes
As an appointee or nominee of WSAC, you will represent the interests and positions of the Association and act in the best interests of all counties. You may be required to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which you serve. Do you agree to these responsibilities?	Yes
Statement of Interest - Why are you interested in serving on this Board or Commission? What specific expertise do you bring to the subject area(s)?	<p>After being elected, our county changed our protocol to include the use of herbicides and native vegetation on our roadsides. Although a contentious issue with some citizens, we developed a coalition in favor of the commissioners position that included a wide array of interests on the subject.</p> <p>In my prior private job as president of a timberland company, we had a large need to control competing vegetation, and recognize the necessity to use herbicides responsibly to meet our needs. The topic continues to be of interest to me.</p>

Boards and Commissions

Submission Date	04-23-2019 09:21:59
Position of Interest:	Public Works Board
Name	Sharon Trask
Title	Commissioner
County:	Mason County
Phone Number	(360) 427-9670
E-mail	strask@co.mason.wa.us
If elected official, your current term ends?	December 31 2022
Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?	Yes
As an appointee or nominee of WSAC, you will represent the interests and positions of the Association and act in the best interests of all counties. You may be required to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which you serve. Do you agree to these responsibilities?	Yes
Statement of Interest - Why are you interested in serving on this Board or Commission? What specific expertise do you bring to the subject area(s)?	It is critical that the local infrastructure is strong. I believe I have the skills and the desire to assist with this program. I worked in for the current House Minority Leader for 7 years before becoming a County Commissioner. I can bring those skills to this board.

May 8, 2019

TO: WSAC Board of Directors

FROM: Eric Johnson, Executive Director

SUBJECT: WSAC Comprehensive Policy Manual Amendments

Background

The Washington State Association of Counties Board of Directors' is charged with the adoption and maintenance of a Comprehensive Policy Manual to guide the administration of Association's business processes and functions.

Specifically, the Washington State Association of Counties' Board of Directors is charged with two areas recommended for amendments:

Adopting and maintaining policies governing the general supervision over the affairs of the Association (WSAC Bylaw 3.1.a)

Adopting and maintaining personnel policies for the Association staff (WSAC Bylaw 3.1.e)

Discussion

WSAC staff recommends two amendments to the Comprehensive Policy Manual:

Infant at Work Program

Section 1, Personnel.

An amendment is recommended to establish the parameters and policies associated with an Infant at Work Program, to permit WSAC employees, under certain conditions, to bring their infant (6 weeks to 6 months) to work.

At the September 20, 2013, WSAC Board of Directors meeting, an *Employee Retention Policy* was adopted to assure that WSAC "invest in, and retain a highly competent and professional workforce." The Board went on to adopt a policy that notes:

Beyond providing appropriate and competitive salary and benefits to WSAC employees the Executive Director shall pursue and implement strategies, actions, and activities to retain a highly competent and professional workforce.

WSAC desires to create an environment that supports a positive work/life balance, honors the employee's contribution to the department, and shows that the department practices what we encourage in our communities; supporting parent and infant bonding, parental well-being, healthy infant development, and breastfeeding. As an organization that has Public Health as a component of our function, we know and support the value of parent and infant bonding in the earliest states of life.

The recommended Infant at Work Program is for WSAC staff who are new mothers, fathers, or legal guardians. Research proves that allowing a parent and infant to remain together in this earliest stage of life supports critical bonding, healthy infant brain development, parental wellbeing, and enables exclusive breastfeeding which improves lifelong health.

In the absence of paid maternity and paternity leave, this policy may allow employees who need to return to work to bring their infant, supporting a positive work/life balance and honoring their contributions to the department. Benefits for employees:

- Lower day care costs
- Better financial stability for young families
- Employees feel supported
- Lower stress for parents
- More options for women
- Easier breastfeeding
- Enables working fathers to be more involved with their babies

Benefits for WSAC:

- Employees return to work sooner
- Attractive benefit that can be used for recruitment
- Increased retention / lower turnover costs
- Increased employee loyalty
- Higher morale
- Lower health care costs from increased breastfeeding rates

Strategic Legal Activities, Advocacy, and Communication Program (SLAC)

At the May 11, 2018, WSAC Board of Directors meeting, the *Interim Integrated Strategic Legislative Advocacy, Communication, and Legal Activities Program Policy* was approved.

For the past year, this Interim policy, as well as the Strategic Legislative Advocacy, Communication and Legal Activities Program, 2018-2019 Action Plan, has guided our program work.

Staff is recommending technical corrections and a policy update, refinement, and alignment with operational practices.

Recommendation

WSAC Staff recommends approval of the amendments (attached) to the WSAC Comprehensive Policy Manual:

Section 1, Personnel. Amends Section 1, Part 3 – Hours of Work

Adds Infant at Work Program

Section II, Members. Amends Part 12 – Interim Integrated Strategic Legislative Advocacy, Communication, and Legal Activities Program Policy

Makes technical corrections and a policy update, refinement, and alignment with operational practices.



COMPREHENSIVE POLICY MANUAL

As Approved by the Board of Directors

June 15, 2010

206 Tenth Ave SE, Olympia, WA 98501-1311 / (360) 753-1886 / Fax: (360) 753-2842

Web: www.wsac.org

Date Adopted	Action	Description
6/15/2010	Approved	Comprehensive Policy Manual
9/17/2010	Added	Amicus Brief Policy & Form
9/16/2011	Updated	LSC Meeting Travel Allowance
11/13/2012	Added	Whistleblower Policy
1/30/2013	Updated	Personnel – Various Amendments to: Return to work; Travel, Business Expenses and Mileage; Sick Leave; Sick Leave Payment at Termination; Vacation Leave; Vacation Leave Payment at Termination; Holidays; Compensation at Termination; Retirement Plan at Termination
5/8/2013	Updated	Audit, Investment and Finance Committee Charter
9/20/2013	Added	Personnel - Employee Retention
2/15/2014	Updated	Personnel - Leave Sharing for Catastrophic Illness
5/7/2014	Updated	General and Transportation Dues Statewide Boards & Commissions
5/7/2014	Added	Federal Relations & Engagement Policy
9/19/2014	Updated	Personnel – Sick Leave Incentive Conversion Member Travel Allowance Timber Counties Charter
9/19/2014	Added	Personnel – Wellness Leave
11/18/2014	Updated	Personnel – Health and Welfare Plans – added HSA and HRAs.
2/4/2015	Added	Member Service Communications Policy
11/17/2015	Added	Annual Legislative Agenda Approval Process
11/17/2015	Added	Legal Committee Charter
11/15/2016	Updated	Records & Meeting Management – Records Retention and Public Records Act
11/15/2016	Added	Affiliate Financial Monitoring Policy
05/10/2017	Updated	Renaming and additional purpose of the Columbia River Basin County Commissioners' Policy Advisory Group
11/13/2018	Added	Solid Waste Caucus
11/13/2018	Updated	Personnel Policies – Sick, retirement, vacation, insurance
1/30/2019	Updated	Personnel Policies – Sick, retirement, vacation, insurance

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I PERSONNEL

ORIGINAL ADOPTION: January 1, 2004	BOARD APPROVED REVISION: November 13, 2018
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Part 1 - Purpose and Scope

Intent of Policies

These policies are not intended to be a contract, express or implied, or any type of promise or guarantee of specific treatment upon which you may rely, or as a guarantee of employment for any specific duration. These policies provide an overview of rules of conduct applicable to employment with the Association and to describe benefits and other related matters. The rules and expectations concerning employee conduct specifically referenced in these policies are not exclusive, and all employees are expected to adequately perform the duties of their positions, to use common sense and to behave in a courteous, ethical and professional manner consistent with the goals of the Association.

Scope of Policies

These policies apply to all Association employees. These policies are general guidelines and the Executive Director may authorize variations as necessary.

Policy Changes

As the need arises, the Executive Director or Board of Directors of the Association may modify these policies. The Executive Director may deviate from these policies in individual situations, particularly in an emergency, in order to achieve the primary mission of the Association. Employees may request specific changes to these policies by submitting their suggestions to the Executive Director.

Part 2 - General Policies

Equal Employment Opportunity and Non-Discrimination Policy

The Association is an equal opportunity employer. The Association will not discriminate against employees, applicants, or other persons having dealings with the Association because of age, sex, marital status, religion, race, creed, color, national origin, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. The Association will, in keeping with the requirements of law, provide reasonable accommodation to applicants and employees who, because of a disability, require accommodation to participate in the application process or to perform the essential functions of his/her job. Employees who believe they need reasonable accommodation should discuss this with their supervisor.

Employment Status

All Association employees are employed at-will. The Executive Director is hired and terminated in accordance with Association bylaws. All other Association employees serve at the pleasure of the Executive Director and may be dismissed with or without cause by the Executive Director. No employee of the Association has a guarantee of employment for any length of time or to any specific job assignment.

Anti-Harassment

The Association will not condone or tolerate any type of harassment of its employees. Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, marital status, or disability, and that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance, or (iii) otherwise adversely affects an individual's employment opportunities. Employees who feel they have been harassed should report the incident to their immediate supervisor or to any of the supervisors they are comfortable confiding in. The Association will investigate to determine what occurred and do all it can to eliminate the harassment. Employees who harass other employees will be appropriately disciplined. No employee will be retaliated against in any way for complaining of harassment.

Sexual Harassment Prohibited

Sexual harassment is unwelcome, intimidating, hostile, derogatory, or otherwise offensive conduct or statements made because of one's gender, whether or not the conduct or statements are actually sexual in nature.

Sexual harassment which implies that submission to the conduct is a condition of employment or relevant to any employment decision, or has the purpose or effect of interfering with a person's work, or creates an offensive or hostile work environment is strictly prohibited. Examples of conduct or statements that constitute sexual harassment include, but are not limited to sexual comments, jokes, or innuendo, the display or discussion of sexually graphic material or conduct, matters, and inappropriate touching and gestures.

Employees who feel they have been sexually harassed should report the incident to their immediate supervisor or to any of the supervisors they are comfortable confiding in. The Association will investigate to determine what occurred and do all it can to eliminate the harassment.

Drug and Alcohol Policy

The Association desires to provide a safe and healthful work environment. No employee will operate a motor vehicle, perform the duties of his/her position or attend to Association business while under the influence of, or impaired by, the use of drugs or alcohol.

Return to Work

The Association follows a Workers Compensation return to work program for on the job injuries that provides injured employees the opportunity to return to gainful employment in a capacity that supports their physical capability and aids them to return to their regular position as quickly as possible.

Part 3 - Hours of Work

Office Hours

The Association office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, except on the holidays specified in these policies. The Executive Director may adjust office hours as needed to reflect staffing limitations, budget constraints, or other operational considerations.

Employee Work Schedules

The Association's standard workweek is Monday through Friday from 8:00 a.m. to 5:00 p.m. The Executive Director may approve a flexible work schedule upon an employee's request based on the needs of the employee and the Association.

Exempt Employees-- A standard workweek is 40 hours. Exempt employees will frequently work more than 40 hours a week including weekends and evenings. Exempt employees are not covered by the federal Fair Labor Standards Act (FLSA) or Washington Minimum Wage Act overtime provisions and do not receive overtime pay or compensatory time in lieu of overtime pay.

Non-exempt employees-- A standard, full-time workday is eight hours, excluding lunch: a standard workweek is 40 hours. Work schedules for individual employees are approved and modified by their supervisor. Hours may be rearranged, adjusted, or staggered as needed to cover office hours and other operational concerns. Requests of employees to work a flexible schedule will be given due consideration by the Executive Director in establishing work schedules.

Part-time employees--Part time employees covered by these policies will be exempt or non-exempt and have a work schedule of at least 20 hours a week, with work days/hours scheduled by the Executive Director. Part time employees are entitled to leave offered by the Association on a pro-rated basis.

Temporary Employees--Temporary employees are scheduled to work on a temporary, seasonal/intermittent or on-call basis and are not eligible for benefits.

Breaks and Meal Periods

Non-exempt employees are entitled to take one (1) fifteen-minute break for every four hours worked. Meal periods may be scheduled to assure adequate coverage of the office. Meal periods are unpaid and usually one hour in length.

Overtime

Employees in positions defined as non-exempt under the FLSA are entitled to overtime pay for hours they are required to work in excess of 40 hours in one week. The normal workweek for overtime calculation purposes is defined from Monday at 12:01 a.m. until Sunday at 12:00 a.m. Non-exempt employees must receive approval from their immediate supervisor prior to working overtime. Overtime is paid at one and a half times an employee's regular hourly rate of pay.

Compensatory time off in lieu of pay for non-exempt employees is permitted provided the employee takes the compensatory time within the same pay period in which it is earned. Compensatory time is calculated in the same manner as overtime pay as described above.

Time Reporting

All non-exempt employees will record time on a designated time sheet. Exempt employees are required to track and report their time solely for internal allocation of work time to various projects and assignments, and to comply with requirements of the Public Disclosure Act and other applicable laws and regulations.

Attendance

Consistent attendance and attention to one's work assignments is required. Failure to meet this expectation without authorization or notification of the need to be absent may lead to termination from employment. Employees will make every effort to keep their calendars up-to-date. It is important for the administrative staff to know who is in the office to provide assistance to our members.

Requests for the use of vacation leave must be submitted to the employee's immediate supervisor and authorized by the supervisor in advance. Requests for time off will be granted contingent upon overall staffing needs.

When an employee is sick or will otherwise be absent from work, he/she will inform the Association office within a half hour of the normal starting time for every day of the illness or absence unless authorized for an extended absence.

Teleworking

Teleworking is allowed when opportunities exist for improved employee performance, reduced commuting miles, or Association savings. Employees are allowed to telework upon the advanced approval of their supervisor. The Association at any time can withdraw teleworking privileges based on the organization's needs.

Inclement Weather/Emergencies

At the discretion of the Executive Director, office operations can be postponed or suspended due to inclement weather or other emergency conditions. If the office is closed by the Executive Director, employees will be encouraged to telework where possible and will be compensated.

Infant at Work Program

WSAC Infant at Work Program is for eligible employees who are new mothers, fathers, or legal guardians. In the absence of, or addition to, paid maternity and paternity leave, this policy may allow employees who need to return to work to bring their infant, supporting a positive work/life balance and honoring their contributions to the department.

Program Parameters - The program is designed to accommodate an employee's participation with a single infant.

Infant, Parent and Care Provider are strongly encouraged to be vaccinated, as appropriate for age according to the recommendations of the CDC's Advisory Committee on Immunization Practices (ACIP) and can be found at <https://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf>. Infants should be vaccinated no later than seven (7) days following the ACIP recommended ages for vaccination.

The Parent and designated Care Provider(s) must maintain a safe working environment while caring for an infant in the workplace.

Prior to bringing the Infant to work the Parent, Executive Director, Supervisor and Care Providers shall meet to review policy and expectations.

Participation in the Infant at Work Program is to be guided by this policy subject to final approval by the WSAC Executive Director.

Definitions

Parent - All WSAC full time permanent employees who are new mothers, fathers, or legal guardians are eligible to participate in the program. Employees currently involved in corrective or disciplinary action may not be eligible and employees who have not yet completed six months of employment with WSAC are not eligible to participate.

Infant - Children of WSAC full-time employees who are six weeks to six months old.

Care Provider - WSAC employee who volunteers to provide infrequent care for the infant for up to one hour when the Parent is unavailable. Care Providers must be pre-authorized and approved by the Parent and the WSAC Executive Director.

A Care Provider may not simultaneously participate in the program as a Parent bringing his or her infant to work and as a Care Provider for another Parent's child, except in rare situations subject to specific approval by the WSAC Executive Director.

Care Providers may not be a subordinate employee to the Parent. Employees currently involved in corrective or disciplinary action may not be eligible and employees who have not completed their six months' probation period are not eligible to participate.

Travel - The Parent is not authorized to travel with the Infant while driving or riding in an Association owned, leased, or rented vehicles.

Work Station - Each Parent must provide the necessary furniture and equipment suitable for the Infant's needs, ensuring that the equipment is not disruptive. The infant shall be located primarily at the Parent's work station during the workday.

Home - If the Infant becomes sick, is disruptive for a prolonged period of time, causes a distraction in the work place, or prevents the Parent from accomplishing work, the Parent must take the Infant home. The Parent must submit leave in accordance with the applicable WSAC leave policy.

Infant Feeding - The Infant may be fed wherever the Parent feels comfortable within the following areas: the Parent's workstation, a vacant office, Washington Counties Building Conference Rooms, shower room, or restrooms.

Diapering - Diaper changes and disposal must only take place in a restroom or at the Parents Workstation. At the request of the Parent, WSAC will install a diaper changing table in a restroom near the Parent's work area. All used cloth and disposable diapers must be stored in a closed container in a restroom. The cloth diaper container must be provided by the Parent who will empty and remove the soiled diapers from the building at the end of each day. Soiled disposable diapers must be placed in a sealed plastic bag or other sealed container and placed in trash receptacles.

Sick Infant - A sick Infant shall not be brought to work. WSAC adopts the Inclusion and Exclusion Guidelines for Child Care, issued by the American Academy of Pediatrics, as a means for determining whether an infant is sick. See <https://www.aap-oc.org/wp-content/uploads/2014/12/School-Exclusion-Form.pdf>

Work Time – The Parent shall provide care for the Infant while performing job duties. In coordination with their Supervisor, the Parent and/or Care Giver may flex their work hours or submit leave to accommodate excessive loss of productivity.

Complaints - It is encouraged that any complaints regarding the Infant in the work place should first be resolved informally with the Parent. Complaints may be made anonymously or directly to the Parent's supervisor for review and consideration.

Waiver of Liability and Assumption of Risk - Parents participating within the Infant at Work Program shall complete the Waiver of Liability and Assumption of Risk form.

Part 4 - Compensation

Employee Pay

Employee pay rates are set by the Executive Director within the limits set by the Board of Directors. The Board may authorize incentive pay and/or leave to recognize performance, market factors, and other factors designed to improve the performance, recruitment and retention of Association staff. The Executive Director shall make decisions regarding incentive pay for individual employees within the total funding authorized.

Employee Pay Periods and Pay Days

All full-time and part-time employees covered by these policies are paid on a monthly basis on the last working day of each month.

Deductions

There are some deductions which are required by law; other deductions are specifically authorized by the employee. The Association will withhold those deductions required by law and voluntary deductions authorized by the employee, subject to reasonable notice.

Travel, Business Expenses and Mileage

Employees are to use their assigned Association business credit card for expenses when in travel status. Otherwise, employees will be reimbursed for reasonable travel and business expenses actually incurred in connection with the business of the Association.

Employees are encouraged to use the Association's Travel Coordinator to handle travel arrangements for out-of-state travel or when airline travel is required. The Association has available Travel Rewards that should be considered before travel arrangements are finalized in order to recognize cost savings.

Reasonable costs for meals will be reimbursed based on actual receipts. Employees should make a good faith effort to obtain moderately priced and conveniently located lodging while maintaining a safe environment at all times.

Employees are encouraged to use the WSAC pool car or a rental car if business travel is out of the local area and costs are expected to be less than using a personal vehicle. Admin staff should be consulted to determine the rental company to use. If a personal vehicle is used, the employee must have proof of insurance on file and the prevailing IRS per diem rate for mileage reimbursement will apply.

The Executive Director must approve all out-of-state travel prior to the date of travel.

All employees are required to complete an expense report for any month that they incurred charges on a WSAC business credit card, or are requesting reimbursement for other expenses such as mileage. All required documentation must be submitted in order to receive reimbursement.

Part 5 - Benefits**Retirement**

Employees are eligible to participate in the employer provided retirement plan. Specific plan information and plan documents will be made available upon hire. Annual updates and changes will be made available to all employees by the Plan Administrator.

Retirement eligibility, retirement age, etc. is determined by the retirement plan, contact the Plan Administrator for information.

Health and Welfare Plans

Each year the Association will make provision for medical, dental, life and other insurance benefits for employee, spouse or certified domestic partner, and dependents. Employees will be provided with information about coverage, premiums, co-payments and deductibles. Specific benefit plan rates and coverage information is outlined in the benefit plan summaries. The choice of insurance coverage, eligibility, and enrollment waiting periods are outlined in plan booklets. In addition, the Association may make available a Health Savings Account and/or a Health Reimbursement Arrangement for higher deductible medical plans.

The Association's insurance coverage is available to all permanent employees scheduled to work at least 20 hours per week. Employees classified as permanent Part-Time (scheduled between 20-35 hours per week) are entitled to 50% of the employer paid portion of health benefits.

Coverage for eligible employees and their dependents will be dependent upon the employee's hire date. If the employee's start date is the 1st day of the month, he or she will be eligible for coverage for that month. If the start date is after the 1st of the month, coverage will not begin until the 1st of the following month.

A Voluntary Accident and Voluntary Term Life Plan are available, at the employee's expense, to those eligible employees who wish to purchase these additional benefits.

Termination, Retirement, Leave of Absence – For eligible employees who terminate, retire or are on an approved leave of absence, the Association will pay the premium for the month the employee terminates, retires, or is on leave, provided the employee is on paid status on the first day of the month.

Continuation on the Association medical, dental, insurance programs on a self-pay basis may be allowed while on unpaid status according to federal law and WSAC policies governing unpaid leave. Federal law determines continuation on the Association medical and dental and insurance programs after termination.

Continuation of Insurance Coverage

COBRA Rights – Upon an employee's termination from Association employment or upon an unpaid leave of absence, at the employee's option and expense, the employee may be eligible to continue Association health insurance benefits to the extent provided under the federal COBRA regulations. An administrative handling fee over and above the cost of the insurance premium may be charged the employee or his/her dependents that elect to exercise their COBRA continuation rights.

Employee Assistance Program

The Employee Assistance Program (EAP) is an employee benefit that provides private and confidential counseling assistance at no cost to the employee for a specified number of visits. These services are designed to help employees and their families resolve problems that interfere with their well-being or impair the employee's job performance.

Workers' Compensation

The State Workers' Compensation Program covers all Association employees. All job-related injuries should be reported immediately.

Educational Assistance

The Association believes that well-trained employees further the goal of providing quality services to counties. Upon approval by the Executive Director, the Association will pay for in-state workshops and other training opportunities that are related to the employee's job. The Executive Director must approve all out-of-state workshops and related travel.

Unemployment Compensation

Association employees are covered by State Unemployment Compensation.

Part 6 - Leave

Sick Leave

Employees will earn sick leave at a rate of eight hours per month. Employees working a part-time schedule will earn sick leave on a pro-rated basis equal to the percentage of time worked. Sick leave can be used as soon as it is accrued. If the employee's start date is the 1st through the 15th, he or she will earn sick leave for the full month; if the start date is after the 15th of the month the employee will not earn sick leave until the 1st of the following month. Sick leave credit shall be granted for each month in which a full-time or regular part-time employee is in pay status for 15 or more calendar days. The maximum amount that an employee may accrue is 120 days (960 hours).

Use –Sick leave is charged at a rate equal to the number of work hours absent from the normally assigned workday. FLSA Exempt employees shall not be charged for less than a full day of absence. Sick leave shall be granted to the extent of accumulated credits but only when an employee is required to be absent from work for one of the following reasons:

- 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;
- 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;
- When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason; and
- For absences that qualify for leave under the state's Domestic Violence Leave Act (DVLA).

Who is a covered "family member"?

- 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

An employee who exhausts all of his/her sick leave and requires more time off work due to illness or injury may use accrued vacation time or request a leave of absence.

Employees may be required to provide certification of illness or a written release to return to work by a qualified physician whenever requested by the Executive Director.

Sick Leave Payment at Termination

Upon separation from employment for reasons other than death or retirement, any unused sick leave is forfeited without payment.

When an employee separates for retirement after age 59-1/2, he or she shall have the option to:

- Be paid for fifty percent of accumulated sick leave upon separation; or
- Continue on the payroll for additional days equal to one-half of their accumulated sick leave.

When an employee separates due to death, fifty percent of accumulated sick leave shall be paid to the employee's estate.

Payment of accumulated sick leave is based on the employee's rate of pay at the time of retirement or death.

Rehire of an Employee within 12 Months of Separation

An employee rehired within 12 months of separation will have their previously accrued, unused, unpaid sick leave balance reinstated.

Sick Leave Incentive Conversion

An employee with an excess of 60 days (480 hours) sick leave accrued may convert the excess days to vacation days at the rate of four (4) days sick leave for one (1) day of vacation.

Wellness Leave

WSAC encourages employees to participate in wellness programs that are designed to improve the quality of life for employees. Participation in a wellness program is voluntary and outside the scope of an employee's job duties. Wellness programs encourage employees on an annual basis to complete a health risk assessment, obtain biometric numbers and receive a routine physical examination. Non-exempt employees will be allowed to take four hours of wellness leave per year as a participation incentive for completing these wellness program tasks. A certificate of completion from the employee's wellness program must be presented to obtain the leave hours. Leave taken without a wellness certificate of completion will be charged to sick leave.

Bereavement Leave

Employees are entitled to take up to three days of paid time off for purposes of bereavement upon death of an immediate family member. An immediate family member for bereavement leave includes: mother, father, spouse, domestic partner, child (natural, adopted, step or that of a domestic partner), brother, sister, grandchild, and grandparent. The employee should notify the Executive Director of the need and length of anticipated absence. Absences beyond three days will be charged to vacation leave.

Unpaid Leave of Absence

Employees may request unpaid leave for personal reasons, which may be approved or disapproved at the discretion of the Executive Director. The employee shall submit a written request for the leave of absence specifying the reason, the anticipated length of absence, and the expected date of return.

No sick leave, vacation, or holiday pay will accrue while an employee is on unpaid leave.

Vacation Leave

Employees earn vacation according to the following schedule:

Vacation Level	Duration of Level (Cumulative Years)	Days of Vacation Earned	Hours Earned Per Month
VAC I	1	12	8
VAC II	1	13	8.66
VAC III	2	14	9.33
VAC IV	3	15	10.00
VAC V	3	16	10.66
VAC VI	3	17	11.33
VAC VII	3	18	12
VAC VIII	3	19	12.66
VAC IX	3	20	13.33
VAC X	Unlimited (final level)	21	14

The employee's anniversary month of hire is used as the trigger for change in the vacation level. Vacation time begins accumulating the first month of employment. If the employee's start date is the 1st through the 15th he or she will earn vacation time for the full month, if the start date is after the 15th of the month the employee will not earn vacation time until the 1st of the following month. Vacation is not accrued during periods of unpaid leave and any such periods in excess of a full month will change the trigger month accordingly. Part-time employees will earn vacation on a pro-rated basis equal to the percentage of time worked in a normal scheduled work week.

Employee vacation schedules are approved at the discretion of the employee's supervisor. Employees are encouraged to provide their supervisor with vacation schedule information as early as possible. Vacation leave may not be taken before it is accrued. An employee may take all or any portion of accrued vacation leave with supervisor approval.

While employed employees may accumulate and carry vacation leave up to a maximum of 30 days (240 hours).

The Executive Director will determine a new employee's vacation level placement at the time of hire. In addition, the Executive Director may, at his/her discretion, grant vacation days as part of the process of negotiating an agreement to accept employment with the Association.

Vacation Leave Payment at Termination

Upon separation from employment, vacation leave accrued shall be paid not in excess of 30 days (240 hours). Payment of all unused vacation leave is based on the employee's rate of pay at the time of separation.

Incentive Days

The Executive Director may grant a full-time employee (or for part-time employees an equivalent pro-rated amount) up to five incentive leave days per year. Incentive days must be used by the close of the year. The Executive Director may establish an annual date by which employees with incentive leave must decide whether to take the incentive leave. Under no condition may the incentive days be carried to the next year.

Leave Sharing for Catastrophic Illness

Employees may donate leave to another employee of the Association who is suffering from or has a member of the immediate family 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 terminate employment. The receiving employee must meet the criteria described in this policy and must have abided by Association policies regarding the use of sick leave. The employee must have exhausted all accrued sick, vacation, personal holiday and granted leave. The Executive Director must approve the use of leave sharing.

Vacation Leave

Employees may donate vacation leave if this does not cause their vacation leave balance to fall below 0 hours after the transfer inclusive of approved leave.

Sick Leave

Employees may donate 2 hours of sick leave for every 1 hour of vacation leave donated.

Personal Holiday/Granted Leave

An employee may donate all or part of their unexpired personal holiday or granted leave.

Unused Shared Leave

Any portion of donated vacation and sick leave that is not used shall be returned to the donating employee. Any portion of donated personal and granted leave shall be returned to the donating employee but may only be used by the donor if the leave is in the same calendar year that it was awarded.

Computation of Leave Transferred

In transferring leave from the donor to the donee, it is the donor's dollar value of the leave that transfers to the donee and is then converted to equivalent hours at the donee's salary rate. Calculate the **dollar value** of donated leave using the donor's total current salary rate times the hours donated. For the donee, divide the **dollar value** received by the donee's total current salary rate to determine the leave hours to record.

Limitation

An eligible recipient may receive no more than 320 hours of donated leave in a rolling twelve-month period beginning with the date of the first use of donated leave.

Holidays

All full-time employees will be entitled to the following holidays:

New Year's Day

January 1

Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday of September
Thanksgiving Day	4 th Thursday of November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25 th
Four Personal Days	

Personal Days

Each employee will be granted 4 Personal Days (32 hours) per year at the beginning of each calendar year. These hours include 1 general personal day and 1 holiday replacement for days that WSAC remains open: MLK Day, Presidents Day and Veterans Day. All Personal Days (32 hours) must be used by the end of the calendar year, they cannot be carried forward to the next year. For mid-year hires the Personal Days accrued will include 1 general personal day plus 1 holiday replacement for each holiday remaining in the year in which WSAC remains open.

Part-time employees will be entitled to holiday pay and personal days on a pro-rated basis equal to the percentage of time worked in a normal scheduled work week.

Jury Duty

Employees who are summoned for jury duty will be paid their normal rate of pay and benefits during that time. Employees should inform their immediate supervisor of this obligation as soon as they are aware of it.

Military Duty

An employee who is a member of the Washington National Guard or a federal military unit is entitled to up to 15 working days for military duty each calendar year with regular pay and benefits.

Part 7 - Employee Performance and Conduct

No employee has a right to expect progressive discipline, or to advance notice of the reasons for disciplinary action by the Association.

Employee Professional Development

All employees covered by these personnel policies will be evaluated by their supervisor on a regular basis. The ongoing evaluation can be utilized to communicate information about the employee's job duties, performance, goals and training needs.

Employee Conduct

It is the policy of the Association to let employees know when their actions or inactions have caused a problem for the Association or have violated the personnel or operating policies. Normally the communication will be verbal and intended to share the nature and consequences of the problem in a constructive way.

Part 8 - Employee Responsibilities

Outside Employment

An employee who wants to take on an additional job, contractual commitment or self-employment, must first receive approval from the Executive Director.

Outside employment should not: interfere with the hours or efficiency expected in the performance of the Association job; present a real or potential conflict of interest with the Association's interests; take preference over extra duty required by the Association; involve the use of Association resources such as copiers, telephones, supplies, or time.

Political Activity

No employee may directly or indirectly use or authorize the use of any Association facilities for purposes of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Facilities of the Association include, but are not limited to, use of Association stationary, supplies, postage, equipment, office space, or vehicles.

No employee may participate in activities relating to political campaigns at any time that he or she is on Association premises, or engaged in activities related to the business of, or performing work for the Association. This includes the wearing or display of any button, badge, sticker or other item relating to candidates for public office. Any employee wishing to participate in political activity during normal business hours must submit a vacation or leave without pay request. That request must be approved before the employee engages in the activity.

Personal Appearance and Dress

Employees who are scheduled to interact with others such as county officials, the public, the legislature, and state agencies are expected to maintain a professional appearance during business hours and other times while conducting Association business by wearing appropriate business attire. Business casual attire is allowed throughout the year when such interaction is not anticipated.

Business casual attire requires the use of discretion and good judgment in selecting clothing for the workplace. Clothing should not include anything which may be considered unprofessional to the work environment.

We recognize that not all positions within the organization require the same attire. Therefore, discretion of appropriate dress will be determined based on the visibility and function of the job.

Conflict of Interest

Every WSAC employee must discharge his/her responsibilities and duties to WSAC in good faith and avoid conflicts of interest. This requires using common sense, being diligent and attentive to WSAC's needs, and making thoughtful decisions in the best interest of WSAC.

A conflict of interest may arise when a person has an existing or potential financial interest or other material interest that impairs, or might appear to impair, his/her independence or objectivity in the discharge of responsibilities and duties to WSAC. An employee of WSAC may not use his/her position at WSAC to secure a pecuniary or other material benefit for themselves or their relatives.

Smoking

The Association prohibits smoking in its office and pool cars.

Accidents and Reports

Employees shall report any accident or unusual activity relating to the employee's own personal safety or safety and security of the building and grounds as soon as such incidents are known.

Part 9 - Employee Services**Employee Parking**

The Association will provide parking for all of its employees when possible. Employees are expected to use their assigned parking spots and should not park in the visitor or handicapped spot(s).

Use of WSAC Cars

If a WSAC pool car is available for use, employees should promptly report all maintenance problems on the pool cars. Employees must report all accidents or damage to all WSAC cars. It is expected that employees will refuel the pool cars, according to procedure, and leave them in a clean condition when returning them. The employee incurring them will pay all parking or traffic violation fines.

Part 10 - Employment Termination**Resignation**

Employees should provide a minimum of two weeks written notice of resignation.

Compensation at Termination

Upon termination of employment with the Association, employees will receive pay for all hours worked up to and through the last day worked, including pay for overtime. The employee will be compensated upon termination for no more than 30 days of unused vacation leave. Refer to Part 6 – Sick Leave Payment at Termination and Vacation Leave Payment at Termination for unused sick and vacation leave balances through the last day worked. Any other accrued leave balances are not compensated at termination.

The employee's final paycheck will be processed on the last working day of the month in which termination occurs.

Retirement Plan after Termination

For employees terminating for reasons other than retirement after age 59-1/2, the Association will bill annual plan administration fees if the employee's vested balances are not rolled over to another plan within one year of termination.

Part 11 - Employee Retention

Purpose

The Washington State Association of Counties intends to invest in, and retain a highly competent and professional workforce. As an organization, we not only recognize, but value and respect our staff. As such, it is the intent of the WSAC Board of Directors to:

- Provide a foundation to ensure -
 - Appropriate and competitive salary compensation; and
 - Competitive health care and retirement benefits; and
 - Annual budget appropriation to support employee retention activities.
- Establish general parameters to guide the Executive Director's actions to retain high performing employees and teams. These parameters are examples of potential strategies and activities to retain high performing employees and teams.

Authorization

Beyond providing appropriate and competitive salary and benefits to WSAC employees the Executive Director shall pursue and implement strategies, actions, and activities to retain a highly competent and professional workforce. This may include, but not be limited to:

Retention Compensation and Benefit Parameters

- Base salary adjustments consistent with market comparables;
- Regular cost of living adjustments;
- Cash compensation for performance recognition;
- Graduated increased employer contribution to certain benefits based on tenure and retention goals;
- Granted leave for performance recognition;
- Tuition stipend for professional development, education, technical training, and continuing education related to current or future organizational responsibilities;
- Other tangible retention benefits tailored to meet the needs of an individual employee.

Workplace Parameters

- Create and maintain a vibrant, nourishing, and respectful workplace;
- Assure active communication, shared information, and an engaging workplace;
- Provide recognition and awards for performance and achievement of individual staff, teams, and organization;
- Conduct "stay interviews" with staff annually;
- Support employee and organizational volunteerism and community service;
- Provide workplace training and other group and team building activities;
- Celebrate together with activities and events that recognize staff and foster a collaborative and positive work environment.

II MEMBERS

ORIGINAL ADOPTION: May 18, 2005	BOARD APPROVED REVISION: January 30, 2019
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Part 1 – Member Travel

General

WSAC recognizes that within the finite resources available to the Association, travel by WSAC members and staff is critical to Association business and organizational success.

This policy sets forth the general parameters for travel reimbursement of WSAC members by the Association. It is recognized that the Executive Committee may elect to suspend, alter, or review potential travel, including travel authorized within this policy, and approve all submitted expenditures prior to reimbursement. The Executive Committee may approve additional travel as necessary if funds are available.

Unless otherwise noted, WSAC members are responsible to make their own travel arrangements and provide payment for such travel.

If WSAC staff uses Airline or Credit Card Points to secure any travel, lodging, or registration arrangements, the fair market value will be considered as reimbursed travel expenses when calculating the allowable maximum per meeting.

Reimbursement allowances will be reviewed by the WSAC Executive Committee as part of the annual budget process and may be adjusted accordingly. Additionally, the WSAC Executive Committee shall have the authority to establish restrictions on travel reimbursements if WSAC resources are not available.

Members are always encouraged to explore and find ways to reduce the cost of WSAC associated travel such as carpooling, taking less expensive transportation alternatives (transit vs. taxi) and exploring lower cost air flights.

Questions regarding travel should be directed to the appropriate WSAC staff member as determined by the WSAC Executive Director.

Airfare

The Association reimburses only for coach or economy class air travel. The member will be responsible for the cost differential for upgrading to a better class. Eligible reimbursement includes up to one piece of luggage and airline meals.

The Association will not pay fees for flight changes unless the Association directed the change.

Meals

Reasonable costs for meals will be reimbursed based on actual receipts.

Lodging

Accommodations should be moderately priced and conveniently located while maintaining a safe environment at all times. When a member makes lodging arrangements, every effort should be made to secure the authorized state per diem rate for all lodging accommodations.

It is appropriate to stay at host hotels associated with conferences. The cost of lodging in high cost areas will be taken into consideration.

Ground Transportation and Use of Personal Vehicle

The prevailing IRS per diem rate for mileage reimbursement will apply for use of personal vehicle.

All rental cars should be in the compact to mid-size class unless there is a specific business purpose for a larger or all-wheel vehicle. Additional eligible transportation costs include:

- Parking
- Rental Car Fuel
- Taxis
- Shuttles
- Transit

Non-Reimbursable Travel Expenses

The Association will not reimburse for the following expenses in connection with travel:

- Baggage fees beyond one piece of luggage
- Excess baggage costs
- In-room hotel movies
- Honor bar costs
- Laundry, unless one is on an extended trip
- Tipping in excess of 20% for meals and ground transportation
- See Officer & Board Travel for specific limitations and exclusions

Recordkeeping Requirements

Travel reimbursement claims shall be reported on an Association Expense Form with receipts attached.

Travel reimbursement claims should be submitted to WSAC within 30 days from time of travel. In no case will WSAC reimburse otherwise eligible member travel expenses not submitted to WSAC by January 31st of the calendar year following the year in which the travel occurred. For example, costs incurred in 2010 must be submitted no later than January 31, 2011.

Members shall submit receipts for expenses charged directly to WSAC, e.g., hotels and/or car rentals. WSAC will process payment for reimbursements on the first available check run following authorization.

Officer & Board Travel

WSAC President

WSAC staff will make travel, lodging and registration arrangements for the WSAC President during their term for the following meetings and conferences:

- National Association of Counties Annual Conference
- National Association of Counties Legislative Conference
- National Association of Counties Western Interstate Conference

WSAC Staff will work with the WSAC President throughout their term in providing assistance in travel arrangements and registrations while performing Association business.

The WSAC President shall have all travel, lodging, and registration fees for WSAC Conferences provided for during their term in office. Registration will be the responsibility of the current president, however all fees will be waived.

WSAC Officers, NACo Board Members, NACo WIR Board Members

It shall be the responsibility of the WSAC Officers, NACo Board Members, and NACo WIR Board Members to make all travel arrangements for NACo Conferences and Meetings. Hotel, conference registration, and travel arrangements for these meetings shall be the obligation of the member. WSAC will reimburse eligible expenses per policy.

Other Executive Committee Members

NACo Related Travel

WSAC will pay or reimburse the registration, travel, lodging, and meal expenses of the WSAC Officers for attendance at the following National Association of Counties (NACo) Meetings as limited below during their term:

- NACo Legislative Conference
- Annual NACo Conference
- Western Interstate Region (WIR)

WSAC Officer	Authorized Number of NACo Meetings
1 st Vice President	2
2 nd Vice President	2
Immediate Past-President	1

Officers will be reimbursed for actual allowable expenses up to a maximum of \$2,500 for attendance at one meeting or \$4,000 for two meetings.

Other Executive Board Travel Related to Association Business

WSAC will pay or reimburse the President and other members of the Executive Committee for travel expenses which relate directly to the duties of their respective offices.

WSAC Board of Directors

WSAC Board of Directors may request reimbursement for travel, lodging and meal expenses to attend board meetings except for those scheduled in conjunction with WSAC Conferences. The member will be reimbursed for actual expenses up to a maximum of \$250 for each meeting.

Members Serving on NACo Boards*NACo Board of Directors*

The WSAC member(s) representing Washington State Counties on the NACo Board of Directors will receive reimbursement to cover travel, lodging, meals and registration for two of the four Board meetings held each year. The member will be reimbursed for actual allowable expenses up to a maximum of \$2,500 for attendance at one meeting or \$4,000 for two meetings.

NACo WIR Board of Directors

The WSAC member(s) representing Washington State Counties on the WIR Board of Directors will receive reimbursement to cover travel, lodging, meals and registration for two of the four Board meetings held each year. The member will be reimbursed for actual allowable expenses up to a maximum of \$2,500 for attendance at one meeting or \$4,000 for two meetings.

Legislative Steering Committee*Members from Counties with Population < 70,000*

Members of the Legislative Steering Committee from counties with less than 70,000 in population may request reimbursement for travel, lodging and meal expenses to attend Legislative Steering Committee meetings except for those scheduled in conjunction with WSAC conferences. The member will be reimbursed for actual expenses up to a maximum of \$250 for each meeting.

Other Member Travel Related to Association Business

WSAC will pay or reimburse other members travel expenses when approved by the Executive Director when the meeting/activity is directly related to Association business and activities.

Part 2 – Conflict of Interest

This policy applies to all Directors entitled to vote in accordance with the Association Bylaws, and to Alternate Directors acting on behalf of a Director.

The Directors and Officers of the Washington State Association of Counties (“WSAC”) owe a duty of loyalty to the Association, which requires that in serving WSAC they act, not in their personal interests or in the interests of others, but rather solely in the interests of WSAC. Directors and Officers must have an undivided allegiance to WSAC’s mission and may not use their position as Directors or Officers, information they have about the WSAC, or WSAC’s property, in a manner that allows them to secure a pecuniary or other material benefit for themselves or their relatives [for purposes of this Policy, “relative” means spouse or significant other living in the same household (“life partner”), brothers or sisters (by whole or half-blood), life partners of brothers or sisters (by whole or half-blood), ancestors, children, grandchildren, great-grandchildren, and life partners of children, grandchildren, and great-grandchildren]. Accordingly, a Director or Officer may not use his/her position at WSAC for personal gain or to benefit another at the expense of WSAC, its mission, or its reputation.

A conflict of interest may arise when a person has an existing or potential financial interest or other material interest that impairs, or might appear to impair, his/her independence or objectivity in the discharge of responsibilities and duties to WSAC. This policy is intended to protect WSAC's interests when it is contemplating entering into a contract, transaction, or arrangement that might benefit the private interests of a member of WSAC's Board of Directors or an Officer of WSAC. This policy is also meant to aid Directors and Officers of WSAC in performing the duties imposed upon them by the laws of the State Washington and the United States of America with respect to their management responsibilities and fiduciary obligations to WSAC. WSAC is committed to transparency and openness in its operations.

Every Director and Officer must discharge his/her duties in good faith, with the degree of care that an ordinarily prudent person in a like position would exercise under similar circumstances. This requires using common sense, being diligent and attentive to WSAC's needs, and making thoughtful decisions in the best interest of WSAC. A Director or Officer may not take personal advantage of a business opportunity that is offered to WSAC unless the Board of Directors of WSAC first determines not to pursue the opportunity.

Each Director and Officer must protect the confidential information of WSAC and must not use confidential information of WSAC for his/her personal benefit, or use such confidential information or his/her position as a Director or Officer to the detriment of WSAC. Confidential information is information obtained through the Director's or Officer's position that has not become public information.

Direct or Indirect Financial or Other Material Interest

Contracts, transactions or arrangements of WSAC in which a Director or Officer has a direct or indirect financial or other material interest are not prohibited, but are subject to scrutiny. Any such proposed contract, transaction, or arrangement (collectively, "Arrangement") is to be reviewed to determine that it is in the best interests of WSAC.

For purposes of this Policy, a Director or Officer has a direct or indirect financial or other material interest in a proposed or existing Arrangement if he or she, or one of his/her relatives (a) has a substantial financial interest directly in the proposed or existing Arrangement; or (b) has a substantial financial interest in any other organization that (i) is a party to the proposed or existing Arrangement; or (ii) is in any way involved in the proposed or existing Arrangement, including through the provision of services in connection therewith (an "involved organization"); or (c) holds a position as trustee, director, officer, member partner, or employee in any such party or involved organization.

Substantial Financial Interest

A Director's or Officer's financial interest will be considered substantial if it involves (a) an ownership or investment interest representing more than 1% of the outstanding shares of a publicly traded company or 5% of the outstanding shares or comparable interest of a privately owned company with which WSAC has or is negotiating an Arrangement or which is an involved organization with respect to the Arrangement; or (b) an ownership or investment interest, which produces a significant amount of income for or constitutes a significant part of the net worth of the Director or Officer, or a relative of the Director or Officer, in any entity with which WSAC has or is negotiating an Arrangement or which is an involved organization with respect to the Arrangement; or (c) a compensation arrangement of any

kind with any entity or individual with which WSAC has or is negotiating an Arrangement or with any involved organization with respect to the Arrangement.

Disclosure of Interest and Participation in Meeting

Each Director and each Officer of WSAC shall promptly disclose any direct or indirect financial or other material interest that he or she has or reasonably expects to have in any proposed or existing Arrangement with WSAC prior to the start of any negotiations with respect to such matter. A direct or indirect financial interest required to be disclosed under this Policy shall be disclosed in writing to the WSAC President (the “President”). Such disclosure shall include all material facts and supply any reasons why the Arrangement might be or not be in the best interest of WSAC. The President shall refer the issue to the Audit Finance & Investment Committee (the “Committee”).

The Director or Officer who discloses a direct or indirect financial or other material interest in a proposed or existing Arrangement may make a presentation and respond to questions by the Committee, but after such presentation, he or she shall leave the meeting during the discussion of, and vote on, the Arrangement that results in the conflict of interest. As part of any such presentation, the Director or Officer shall provide to the Committee any reasons why the Arrangement might be or not be in the best interests of WSAC. The Committee shall determine whether WSAC can obtain a more advantageous Arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest. The Committee may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed Arrangement. If a more advantageous contract, transaction, or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Committee shall determine by majority vote of the disinterested members of the Committee whether the Arrangement is in WSAC’s best interests and whether it is fair and reasonable to WSAC and shall make its decision as to whether to enter into the Arrangement in conformity with such determination.

Minutes of Meeting

The names of the Directors and Officers who disclosed or otherwise were found to have a direct or indirect financial or other material interest in a proposed or existing Arrangement with WSAC, the nature of the interest, and the extent of the Director’s or Officer’s participation in the relevant Committee meeting on matters related to the financial or other material interest shall be recorded in the minutes for that meeting. The minutes also shall include a record of any determination as to whether the Arrangement was in the best interest of and fair and reasonable to WSAC, notwithstanding the interest, and the specific reasons supporting the determination, including any alternatives to the proposed or existing Arrangement, the names of the persons who were present for discussions and votes relating to the proposed or existing Arrangement, and a record of any votes taken in connection therewith.

Co-Investment Interest

Each Director and each Officer of WSAC also shall disclose whether he or she, or one of his/her relatives, has personal funds invested with an investment manager providing, or expected to provide, investment management services to WSAC or in a professionally managed investment fund in which WSAC is invested or is considering investing (a “co-investment interest”). For the purposes of this Conflicts of Interest Policy, a “professionally managed investment fund” shall not include mutual funds or other similar investment vehicles generally available to the investing public on essentially the same terms.

Such co-investment interest shall be disclosed in writing to President. Such disclosure shall include all material facts, including, but not limited to, fee arrangements and any preferential treatment received by the Director or Officer, or one of his/her relatives, and not available to other investors necessary to determine whether such co-investment interest may provide a benefit to the Director or Officer, or one of his/her relatives. If the President determines that the co-investment interest may provide some advantage to the Director or Officer, or one of his/her relatives, the President shall refer the issue to the Committee. The Director or Officer who discloses a co-investment interest may make a presentation and respond to questions from the Committee but shall not be present during the discussion of, and vote on, how to address the co-investment interest. The Committee shall determine what, if any, corrective action is required with respect to the co-investment interest, including, but not limited to, terminating the investment relationship or seeking an adjustment in fee structure.

Failure to Disclose

If the Committee has reasonable cause to believe that a Director or Officer has failed to disclose a direct or indirect financial or other material interest or co-investment interest subject to this Policy, it shall inform the Director or Officer of the basis for such belief and afford the Director or Officer an opportunity to explain the alleged failure to disclose. If, after hearing the response of such individual and making such further investigation as may be warranted in the circumstances, the Committee determines that the Director or Officer has in fact failed to disclose a direct or indirect financial or other material interest or co-investment interest subject to this Policy, it shall take appropriate disciplinary and corrective action.

Employees Covered by Policy

This Policy shall apply to the Executive Director.

Policy Supplements Applicable Laws

This Policy is intended to supplement but not replace any applicable state or federal laws or regulations governing conflicts of interest applicable to nonprofit corporations.

Part 3 – Voting**Authorization**

WSAC Bylaws:

- 2.7 Voting Rights
- 4.1 National Association of Counties – Board of Directors
- 4.2 National Association of Counties – Board of Directors Western Interstate Region
- 5.2 Election and Term of Office
- 5.5 Vacancies
- 5.6 Candidates for Office

Purpose

The following procedures are established to conduct the annual, regular, and special election procedures for the following positions:

- WSAC President
- WSAC 1st Vice President

WSAC 2nd Vice President

Regional Representatives

National Association of Counties Board of Directors

National Association of Counties Western Interstate Region Board of Directors

To support the elections and balloting procedures, WSAC shall acquire, maintain, and assure access to an online electronic election and balloting system.

Annual and Regular Elections Balloting Timelines

Annual Date	Task/Event	Notes
At least 60 days prior to Annual Meeting	Candidate filing period begins	WSAC Executive Director or designee emails all Active Members advising of open positions and qualifications
45 days prior to Annual Meeting	<p>President appoints Elections Oversight Committee comprised of WSAC Past Presidents not on the ballot and other Active Member(s) as deemed necessary</p> <p>Candidates shall submit:</p> <ul style="list-style-type: none"> • Informational Materials • Ballot statements • Photos due <p>Staff compiles and verifies election distribution list and assigns unique voting passcode to each Active Member.</p>	
One month prior to Annual Meeting	Ballot(s) are prepared in online tool by WSAC staff	
Three weeks prior to Annual Meeting	WSAC Elections Oversight Committee reviews election materials, procedures, and process	
Two weeks prior to Annual Meeting	Election(s) opens	WSAC Executive Director or designee emails all Active Members their unique voting passcode
November	<p>Annual Meeting</p> <p>Elected officer(s) and representatives are announced to members at the Annual Conference, on WSAC website, WSAC newsletter, and press release</p>	Computer voting station is available at for on-site voting; results are automatically tabulated and presented to WSAC Elections Oversight Committee for announcement to membership

Vacancies that occur at least 60 days prior to the WSAC Annual Meeting, a special election shall be conducted via the following positions:

Special Elections Balloting Timeline

Timeframe	Task/Event	Notes
Upon notification of the opening WSAC will post a Two Week Filing Period	<p>Candidate filing period begins</p> <p>President appoints Elections Oversight Committee Comprised of WSAC Past Presidents not on the Ballot and other Active Member(s) as deemed necessary</p>	WSAC Executive Director or designee emails all Active Members advising of open positions and qualifications
WSAC prepares Election materials	<p>Candidates shall submit:</p> <ul style="list-style-type: none"> • Informational Materials • Ballot statements • Photos due <p>Staff compiles and verifies election distribution list and assigns unique voting passcode to each Active Member.</p> <p>Ballot(s) are prepared in online tool by WSAC staff</p> <p>WSAC Elections Oversight Committee reviews meeting materials</p> <p>Election(s) open for 1 week</p> <p>Elected officer(s) and representatives are announced to WSAC members and posted in a press release, on WSAC website, and in WSAC newsletter</p>	<p>WSAC Executive Director or designee emails all Active Members their unique voting passcode</p> <p>Computer voting station available at WSAC ; results are automatically tabulated and presented to WSAC Elections Oversight Committee for announcement</p>

Part 4 – Dues

General & Transportation Dues

Calculation of dues is based on revenue projections and the Consumer Price Index. The forecasted CPI rate from OFM's "Washington Economic Forecast" will be used to calculate the change in total dues revenue for any given year. Dues are calculated using a two-tier system:

1. Basic Dues Assessed to Each County

Unless otherwise modified by the WSAC Board of Directors during the budget approval process and ratified by the membership at the WSAC annual conference the basic dues rate is set at \$2,500 per year for General and \$1,400 per year for Transportation.

2. Population

The remaining dues will be allocated to each county based on OFM's published projected county population for the budget year. King County population calculation is capped at 25%. 75% is allocated to the remaining counties based on the population projection.

Part 5 – Standing Committees, Task Forces and Caucuses

Audit, Investment and Finance Committee Charter

Purpose

The primary function of the Audit, Investment and Finance Committee is to assist the Board of Directors and WSAC staff in fulfilling their fiduciary, financial and compliance oversight responsibilities. The Committee's primary duties and responsibilities are to:

- Serve as an independent and objective party to monitor the Association's financial and compliance reporting process and internal controls.
- Provide an open avenue of communication among the independent auditor, management and the Board of Directors.

Assure the safety, liquidity and yield of WSACs reserves and investments.

Membership

The Board of Directors shall appoint the Audit, Investment and Finance Committee from those names presented by the President. The committee shall consist of at least five active members of the Association. Additionally, the WSAC 1st Vice President and 2nd Vice President are mandatory members with two-year terms. The remaining members serve a three year term.

Meetings

The Committee shall meet at least two times annually or more frequently as circumstances dictate, and where appropriate, should coincide with key dates in the Association's financial reporting cycle. There should be at least one meeting every two years where the external auditors attend without WSAC Staff present. Other Directors and members are permitted to attend any meeting, but Association management shall attend if only invited by the Committee. A quorum shall be a majority of the committee.

Activities

- Select and approve the independent auditor(s), fees and scope of work for an annual or biennial Association financial audit to be performed based on staff's evaluation thereof. The engagement letter defining scope of services is forwarded to the President of the Board for signature.
- Instruct the independent auditor(s) that the Board of Directors is the auditor's client.

- Hold separate executive meetings with management and the independent auditor(s) to discuss the results of annual audits and related comments including:
 - The independent auditor's audit report, financials, and accompanying footnotes.
 - Any changes required in the planned scope of the audit plan.
 - Significant findings during the year, including the status of the audit recommendations from the prior years.
 - Any difficulties encountered in the course of audit work including any restriction on the scope of activities or access to required information.
 - Compliance audit findings.
- Review and approve fees for any non-audit services provided by the external auditor(s), and ensure that the provision of non-audit services does not impair the external auditor(s) independence or objectivity.
- Review, implement and prepare recommendations to the Board of Directors regarding investment and cash reserve policies.

Reporting Procedures

- The Committee shall provide the minutes of meetings to all members of the Board at the next regular board meeting.
- As part of the annual or biennial audit results, the Committee shall inform the Board of Directors of any significant matters while carrying out their oversight responsibilities.
- Report either annual or biennial audit results to the Board of Directors.

Columbia River Caucus**Working Title**

Columbia River Caucus

Authorization*3.17.1 Standing or Temporary Committees, Task Forces and Caucuses*

The Board, by resolution duly adopted by a majority of the directors present at a meeting at which a quorum is present, may designate and appoint one or more standing or temporary committees, task forces, or caucuses. The authorizing resolution of the Board shall stipulate the purpose, term, duties and scope of authorities of the committee, task force, or caucus.

The authorizing resolution of the Board should stipulate the purpose, duties and scope of authorities for each committee, task force and caucus. Each committee, task force, or caucus may have a liaison to the Legislative Steering Committee or the Board of Directors as determined by the authorizing resolution.

Purpose

Establish a forum for County Commissioners within the Columbia River Basin to interact, discuss, engage and partner with Washington State Department of Ecology in the implementation of the Columbia River Water Management Program.

RCW 90.90 provides the framework for implementing the Columbia River Basin Water Management Program and directs Ecology to aggressively pursue development of water supplies to benefit both instream and out-of-stream uses through storage, conservation and voluntary regional water management agreements. *Specifically, RCW 90.40.40 stipulates that: “(1) To support the development of new water supplies in the Columbia river and to protect instream flow, the department of ecology shall work with all interested parties, including interested county legislative authorities and watershed planning groups, adjacent to the Columbia river, and affected tribal governments, to develop a Columbia river water supply inventory and a long-term water supply and demand forecast.”*

WSAC also endeavors for designated watershed planning units to include, Water Resource Inventory Areas (RCW 90.82) and Ground Water Management Units (RCW 90.44) adjacent to the Columbia River to interact, discuss, engage, and partner with the Washington State Department of Ecology in the implementation of the Columbia River Water Management Program.

Participants

Each member of a Legislative Body from a County that is included in the Eastern Region of the Washington State Association of Counties, and above *The Bonneville Dam* may participate. Additionally, it is expected that the Washington State Department of Ecology will provide consistent attendance and leadership from the Office of the Columbia River with support from other divisions as necessary.

Specific Objectives and Responsibilities of the Columbia River Caucus

- Help Ecology identify policy issues with implementing the Columbia River Basin Water Management Program.
- Provide Ecology with a series of perspectives from local government officials elected to govern counties in the Columbia River Basin.
- Assist Ecology in establishing criteria for ranking and selecting storage and conservation project and provide policy input into projects being forwarded from the Conservation and Storage Advisory Group.
- Assure that the interests of Watershed Planning Groups and Ground Water Management Units are fully represented in a meaningful and integrated manner.
- Provide guidance and advice to County Representatives representing the Columbia River Counties on a variety of committees including the Conservation and Storage Project Advisory Group, the Columbia River Policy Advisory Group and providing advice to DOE on project screening, criteria development, evaluation and project recommendations.
- Provide a forum to discuss and/or make recommendations on other issues associated with the Columbia River including the Columbia River Treaty, water supply, water quantity and quality, system operation, and other relevant topics related to the Columbia River and its tributaries.

Governance and Decision Making

- All Parties have equal representation and equal participation.
- The chair person shall be appointed by the WSAC President.
- Consensus outcomes are not required; where the group cannot reach consensus, the full range of options and perspectives will be carried forward as input to Ecology. If the Group determines

to seek consensus on certain points, consensus is defined as an outcome everyone on the group can live with and support.

- While it is the intent for the Group to reach consensus and speak as one unified voice, the body desires to stipulate a voting procedure. Should a need for a vote occur, each county that meets the standard for participation shall have one vote, and shall cast vote as a whole. Vote is not divisible.
- Commissioners may designate, in writing, an alternate to represent their views. Alternates may vote for their respective county if so authorized, in writing, by the legislative authority.
- Members present comprise a quorum.
- Summary discussion points, recommendations and action items from the meetings will be documented.

Who Sets the Agenda and Provides Organizational Support

The Chair, in conjunction with the Department of Ecology as supported by WSAC staff, will establish meeting agendas and work plan. Ecology shall provide the contractual resources to WSAC who in turn will provide for appropriate staff. All requests to add items to the agenda must be made in writing and in advance to the chair who will coordinate with WSAC and Department of Ecology staff.

Expectations of Participants

- Participants shall make every effort to attend meetings. If an alternate is needed, the alternate will be briefed prior to meetings so as able to fully participate.
- Participants will represent their own personal views and expertise, and the perspectives of their county and/or watershed; this means participants are responsible for coordinating with their constituencies to bring perspectives forward.
- Collaborative problem solving depends on mutual respect and careful listening among participants and active participation by all. Meetings will be conducted in a respectful atmosphere, where all parties seek to foster trust and understanding.
- Participants will strive for honest and direct communication and a focus on interests and needs, rather than positions. Participants will allow for open discussion, and the right to disagree, and will look for opportunities to find common interest, agreements and solutions.
- Participants will focus on clarifying their own view and interests; they will refrain from characterizing the views of other participants, especially in conversations to outside stakeholders and the press.
- Outside resources, experts in specific subject matters, and others may participate with the agreed upon permission of the participants.

Meeting Frequency

It is the expectation that this group shall meet approximately once per month.

Washington State Association of Counties' Coastal Caucus

Working Title

Coastal Counties Caucus

Authorization*3.17.1 Standing or Temporary Committees, Task Forces and Caucuses*

The Board, by resolution duly adopted by a majority of the directors present at a meeting at which a quorum is present, may designate and appoint one or more standing or temporary committees, task forces, or caucuses. The authorizing resolution of the Board shall stipulate the purpose, term, duties and scope of authorities of the committee, task force, or caucus.

The authorizing resolution of the Board should stipulate the purpose, duties and scope of authorities for each committee, task force and caucus. Each committee, task force, or caucus may have a liaison to the Legislative Steering Committee or the Board of Directors as determined by the authorizing resolution.

Purpose

The purpose of the Coastal Counties Caucus is to:

1. Create a forum for County Commissioners, County Council Members, County Executives and county staff within the 14 Coastal Counties to interact, discuss, engage and recommend WSAC positions on issues relating to the waters of Puget Sound, Hood Canal and the Pacific Ocean.
2. Establish a partnership with Puget Sound Partnership in the development, implementation and evaluation of the Action Agenda to restore and protect Puget Sound by 2020.

Participants

Each member of a Legislative Body, the County Executives and their designees from one of the fourteen Coastal Counties that includes:

Clallam, Jefferson, Mason, Thurston, Pierce, King, Snohomish, Skagit, Whatcom, Kitsap, Island, San Juan, Grays Harbor and Pacific.

Additionally, it is expected that the Puget Sound Partnership and the Washington State Department of Ecology will provide consistent attendance and leadership on issues of common interest.

Specific Objectives and Responsibilities of the Group

- Assist the Puget Sound Partnership in the development, implementation and evaluation of the Puget Sound Action Agenda and provide policy input to the Leadership Council and Ecosystem Coordination Board.
- Encourage state agencies, the legislature and the governor to build new capacity and opportunities for the Pacific Coast similar to the Puget Sound.
- Provide state agencies, including the Department of Ecology, the Puget Sound Partnership and other state and federal agencies with perspectives from local government officials elected to govern Coastal Counties.
- Assure that the interests of watershed planning groups/organizations and Marine Resource Committees are fully represented in a meaningful and integrated manner.

- Support and inform County Representatives on the Puget Sound Partnership Ecosystem Coordination Board.

Governance and Decision Making

- All Parties have equal representation and equal participation.
- The chair person shall be appointed by the WSAC President.
- Consensus outcomes are desired; consensus is defined as an outcome everyone on the group can live with and support. Absent consensus, decisions shall be made via a 2/3 majority of those members present to take a vote. Absent consensus or a majority the group shall be empowered to forward and discuss the full range of options and perspectives discussed by the Caucus.
- Summary discussion points, recommendations and action items from the meetings will be documented.

Organizational Support

WSAC, utilizing financial support from the Puget Sound Partnership, shall provide staff and organizational support for this group. Puget Sound Partnership and other state agencies shall provide additional resources and support as available. WSAC will provide additional support and staff as time and resources are available. Meeting agendas will be developed in Coordination with WSAC staff, state agency contacts, and the Coastal Counties' Chair.

Expectations of Participants

- Collaborative problem solving depends on mutual respect and careful listening among participants and active participation by all. Meetings will be conducted in a respectful atmosphere, where all parties foster trust and understanding.
- Participants shall make every effort to attend meetings. If an alternate is needed, the alternate will be briefed prior to meetings so as to be able to fully participate.
- Participants will represent their own personal views and expertise, and the perspectives of their county and/or watershed; this means participants are responsible for coordinating with their constituencies to bring perspectives forward.
- Participants will strive for honest and direct communication and a focus on interests and needs, rather than positions. Participants will allow for open discussion, and the right to disagree, and will look for opportunities to find common interest, agreements and solutions.
- Participants will focus on clarifying their own view and interests; they will refrain from characterizing the views of other participants, especially in conversations to outside stakeholders and the press.
- Outside resources, experts in specific subject matters, and others may participate with the agreed upon permission of the participants.

Meeting Frequency

It is the expectation that this group shall meet approximately once per quarter.

Timber Counties Charter

Working Title

Timber Counties Committee

Authorization*3.17.1 Standing or Temporary Committees, Task Forces and Caucuses*

The Board, by resolution duly adopted by a majority of the directors present at a meeting at which a quorum is present, may designate and appoint one or more standing or temporary committees, task forces, or caucuses. The authorizing resolution of the Board shall stipulate the purpose, term, duties and scope of authorities of the committee, task force, or caucus.

The authorizing resolution of the Board should stipulate the purpose, duties and scope of authorities for each committee, task force and caucus. Each committee, task force, or caucus may have a liaison to the Legislative Steering Committee or the Board of Directors as determined by the authorizing resolution.

Purpose

The purpose of the Timber Counties Committee is to create a forum for County Commissioners, County Council Members, County Executives and county staff within the 29 Timber Counties to interact, discuss, engage and recommend WSAC positions on issues relating to:

- Federal land management, BLM and US Forest Service,
- Department of Natural Resources management of Federal Trust lands and “State Forest Lands” held in trust for Washington Counties,
- Forest Practices Board regulation and their impacts on counties,
- County relations with DNR/USFS Wildfire control/management
- Maintaining open communications and interaction with DNR, the Forest Practices Board, The Board of Natural Resources, the US Forest Service, the Bureau of Land Management, as well as the stakeholders associated with these entities.
- Providing input to the NACO Public Lands Steering Committee on all issues relevant to Washington’s counties.

Participants

Each member of a Legislative Body, the County Executives and their designees from one of the 29 Timber Counties that includes:

Asotin, Chelan, Clallam, Clark, Columbia, Cowlitz, Ferry, Garfield, Grays Harbor, Island, Jefferson, King, Kitsap, Kittitas, Klickitat, Lewis, Mason, Okanogan, Pacific, Pend Oreille, Pierce, Skagit, Snohomish, Stevens, Thurston, Wahkiakum, Whatcom, Whatcom, Yakima.

Specific Objectives and Responsibilities of the Group

- When required, the counties with “State Forest Lands” shall elect to a four year term, a County Commissioner/ Councilperson as their representative to the Board of Natural Resources.
- The elected representative is expected to maintain communications with the committee and to represent the beneficiary counties in Board of Natural Resources deliberations.
- When required, the committee shall nominate a group of candidates (3-5) for the Governor’s consideration when appointing a county representative to the Forest Practices Board.

- The appointed representative is expected to maintain communications with the committee and provide the Forest Practices Board with perspectives from local government officials elected to govern Timber Counties.
- Provide support to national efforts to maintain or increase the payments to counties under the “Secure Rural Schools and Community Self-Determination Act” (SRS) and the Federal “Payment in Lieu of Taxes” (PILT).
- Assure that the of interests of local government officials elected to govern timber counties have a voice and the ability to participate in the land management planning efforts of National Forests in Washington State.

Governance and Decision Making

- All Parties have equal representation and equal participation, provided that decisions related to the management of “State Forest Lands” shall be limited to counties containing such lands.
- The chair person shall be appointed by the WSAC President.
- Consensus outcomes are desired; consensus is defined as an outcome everyone on the group can live with and support. Absent consensus, decisions shall be made via a 2/3 majority of those members present to take a vote, provided that the election of the county representative to the Board of Natural shall be conducted in accordance with RCW____. Absent consensus or a majority the group shall be empowered to forward and discuss the full range of options and perspectives discussed by the Caucus.
- Summary discussion points, recommendations and action items from the meetings will be documented.

Organizational Support

WSAC, utilizing financial support from the Department of Natural Resources and an annual assessment from each timber county based on their proportional share of receipts from the SRS, shall provide staff and organizational support for this group. WSAC will provide additional support and staff as time and resources are available. Meeting agendas will be developed in coordination with the WSAC Timber Program Manager, state agency contacts, and the Timber Counties’ Chair.

Expectations of Participants

- Collaborative problem solving depends on mutual respect and careful listening among participants and active participation by all. Meetings will be conducted in a respectful atmosphere, where all parties foster trust and understanding.
- Participants shall make every effort to attend meetings. If an alternate is needed, the alternate will be briefed prior to meetings so as to be able to fully participate.
- Participants will represent their own personal views and expertise, and the perspectives of their county and/or watershed; this means participants are responsible for coordinating with their constituencies to bring perspectives forward.
- Participants will strive for honest and direct communication and a focus on interests and needs, rather than positions. Participants will allow for open discussion, and the right to disagree, and will look for opportunities to find common interest, agreements and solutions.

- Participants will focus on clarifying their own view and interests; they will refrain from characterizing the views of other participants, especially in conversations to outside stakeholders and the press.
- Outside resources, experts in specific subject matters, and others may participate with the agreed upon permission of the participants.

Meeting Frequency

It is the expectation that this group shall meet in conjunction with WSAC statewide conferences and additionally as needed. Additional meetings may be requested by committee members through the Timber Program Manager and shall be approved by the Committee Chair.

Solid Waste Caucus**Working Title**

Washington Association of County Solid Waste Managers (WACSWM)

Authorization*3.17.1 Standing or Temporary Committees, Task Forces and Caucuses*

The Board, by resolution duly adopted by a majority of the directors' present at a meeting at which a quorum is present, may designate and appoint one or more standing or temporary committees, task forces, or caucuses. The authorizing resolution of the Board shall stipulate the purpose, term, duties and scope of authorities of the committee, task force, or caucus.

The authorizing resolution of the Board should stipulate the purpose, duties and scope of authorities for each committee, task force and caucus. Each committee, task force, or caucus may have a liaison to the Legislative Steering Committee or the Board of Directors as determined by the authorizing resolution.

Purpose

The purpose of the Washington Association of County Solid Waste Managers (WACSWM) is to:

- Create a forum for appointed county officials who oversee solid waste operations to interact, discuss, engage and recommend to WSAC positions.
- Provide collective voice for local solid waste officials in Washington State. It is comprised of directors and managers of county solid waste departments and districts within or established by county government in Washington State.
- Advocate for a strong, effective and efficient solid waste system throughout Washington State.
- Provide advice and guidance to WSAC members on solid waste issues
- Liaison with and maintain open communications with the Department of Ecology, Department of Agriculture, Department of Commerce, Department of Health and other state agencies on Solid Waste issues, as well as the stakeholders associated with these entities.
- Providing input to the NACo Environment, Energy and Land Use on solid waste issues relevant to Washington's counties.

Participants

Each county director/manager of solid waste operations or equivalent function may designate a member to the Washington Association of County Solid Waste Managers (WACSWM).

Specific Objectives and Responsibilities of the Group

- Consistent with adopted policies and positions, WACSWM members shall represent and advocate on behalf of WSAC and WACSWM on all solid waste issues including but not limited to solid waste funding and operations, recycling, hazardous waste disposal, environmental health issues, and other related legislative issues with the state executive branch agencies and the legislature;
- Inform WSAC in a timely manner of national, state or local issues that could potentially impact solid waste and that could be of concern to WSAC members.
- WACSWM shall provide regular consultation to WSAC staff and members on solid waste issues. Keep WSAC Executive Director or designee informed of relevant plans and schedules.
- Respond to WSAC's request for information on solid waste issues in a timely and efficient manner.
- Liaison on behalf of WACSWM and WSAC with relevant Executive Branch Agencies, Legislators, and legislative staff.
- Maintain positive and productive working relationships with relevant Executive Branch Agencies, i.e., Department of Ecology, Department of Commerce, Department of Health, Legislators, Legislative staff, and other stakeholders, etc.
- Develop and oversee Washington Association of County Solid Waste Managers (WACSWM) annual budget, strategic and operational planning.
- Prepare and submit annual affiliate report prior to the WSAC Annual Membership Meeting.
- Provide technical advocacy and lobbying activities and shall assure the input, professional judgment, and practitioner advice is sought and considered from the WACSWM members.
- Participate with WSAC in pursuing legislative actions under the direction of WSAC. If there is an identified conflict between WACSWM and WSAC on a legislative issue, WACSWM will take no position until the conflict is resolved.
- Assure the WACSWM Chair/Co-Chair or representative is available to WSAC and its Legislative Steering Committee especially during legislative session to provide expert consultation on solid waste issues.
- Assure reports and/or other documents or communications regarding solid waste matters are submitted as reasonably requested by WSAC.
- Prepare and submit annual affiliate report prior to the WSAC Annual Membership Meeting.

Governance and Decision Making

- All Parties have equal representation and equal participation.
- The Chair or Co-Chairs shall be elected by the members of the WACSWM every other year. Chairs can serve for any number of ongoing two year terms. Sub-committees may be appointed

by the Chair/Co-Chairs to serve annual terms for the purposes of meeting and topic logistics, policy or legislative topics and, or state agency or regulatory topics.

- Consensus outcomes are desired; consensus is defined as an outcome everyone on the group can live with and support. Absent consensus, decisions shall be made via a 2/3 majority of those members present to take a vote.
- Absent consensus or a majority the group shall be empowered to forward and discuss the full range of options and perspectives discussed by the WACSWM.
- Summary discussion points, recommendations and action items from the meetings will be documented.

Organizational Support

WSAC, utilizing financial support from Solid Waste dues/and or assessments, shall provide staff and organizational support for this group. WSAC will provide additional support and staff as time and resources are available. Meeting agendas will be developed in coordination with the assigned WSAC staff, WACSWM members, state agency and industry contacts, and the Washington Association of County Solid Waste Managers (WACSWM) Chair/Co-Chair.

Expectations of Participants

- Collaborative problem solving depends on mutual respect and careful listening among participants and active participation by all. Meetings will be conducted in a respectful atmosphere, where all parties foster trust and understanding.
- Participants shall make every effort to attend meetings. If an alternate is needed, the alternate will be briefed prior to meetings so as to be able to fully participate.
- Participants will represent their own personal views and expertise, and the perspectives of their county and/or department; this means participants are responsible for coordinating with their organizations and constituencies to bring perspectives forward.
- Participants will strive for honest and direct communication and a focus on interests and needs, rather than positions. Participants will allow for open discussion, and the right to disagree, and will look for opportunities to find common interest, agreements and solutions.
- Participants will focus on clarifying their own view and interests; they will refrain from characterizing the views of other participants, especially in conversations to outside stakeholders and the press.
- Outside resources, experts in specific subject matters, and others may participate with the agreed upon permission of the participants.

Meeting Frequency

It is the expectation that this group shall meet in conjunction with WSAC statewide conferences and additionally as needed, generally up to four times a year. Regional meetings are currently held across the state and additional meetings may be requested by committee members through the assigned WSAC Staff and shall be approved by the Washington Association of County Solid Waste Managers (WACSWM) Chair.

Legal Committee Charter**Working Title**

WSAC Legal Committee

Authorization*3.17.1 Standing or Temporary Committees, Task Forces and Caucuses*

The Board, by resolution duly adopted by a majority of the directors present at a meeting at which a quorum is present, may designate and appoint one or more standing or temporary committees, task forces, or caucuses. The authorizing resolution of the Board shall stipulate the purpose, term, duties and scope of authorities of the committee, task force, or caucus.

The authorizing resolution of the Board should stipulate the purpose, duties and scope of authorities for each committee, task force and caucus. Each committee, task force, or caucus may have a liaison to the Legislative Steering Committee (LSC) or the Board of Directors (Board) as determined by the authorizing resolution.

Purpose

The purpose of the WSAC Legal Committee is to guide WSAC's policy in dealing with litigation and legislation that have statewide significance for counties. The Committee will be a forum for WSAC members, representatives of the Washington State Association of Prosecuting Attorneys (WAPA), county and WSAC staff, and outside counsel (when appropriate) to interact, discuss, engage and recommend WSAC positions and actions on issues relating to:

- Legislation or court cases that increase county liability;
- Requests for legal opinions from the Washington Attorney General, and;
- WSAC's participation in litigation on matters of statewide significance, including submittal of Amicus Curiae briefs.

It is not the purpose of the Committee to oversee legal matters relating to WSAC itself.

Participants

Members of the Committee will be appointed annually by the WSAC President who must take into consideration the overall balance of the committee with regard to county size, urban and rural composition, etc. The Committee must include:

- The WSAC President and Vice-President;
- Four members from the Board, two from eastern Washington, and two from western Washington. At least two of the members must be members of the WSAC Legislative Steering Committee;
- Four ex-officio members representing WAPA, two from eastern Washington, and two from western Washington; and
- An ex-officio member from the Washington Counties Risk Pool staff.

The Committee may invite the ex-officio participation of other attorneys or county staff as is deemed appropriate.

Specific Objectives and Responsibilities of the Group

- Provide recommendations to the LSC and WSAC policy staff on legislation that has the potential to increase county liability;
- Provide recommendations to the Board on requests for legal opinions from the Washington Attorney General;
- Provide recommendations to the Board and Executive Committee on WSAC's submittal of Amicus Curiae briefs, and;
- Provide recommendations to the Board on WSAC's participation in litigation on matters of statewide significance, including a policy on when and how WSAC should participate in such matters.

Governance and Decision Making

- The WSAC President shall serve as the chair of the Committee.
- Decisions shall be made via a 2/3 majority of those members present to take a vote. Absent a majority, the group shall be empowered to forward and discuss the full range of options and perspectives discussed by the Committee.
- Summary discussion points, recommendations and action items from the meetings will be documented by WSAC staff.

Organizational Support

WSAC shall provide staff and organizational support for the Committee. Meeting agendas will be developed by staff under direction of the Chair.

Expectations of Participants

To the best of their ability, members are expected to represent the best interest of counties from across the state. The work of the Committee will be conducted in a civil manner, and members are also expected to present opposing views in a respectful manner.

Meeting Frequency

The Committee will meet when needed as determined by the Chair and WSAC staff. Additional meetings may be requested by committee members through WSAC staff and shall be approved by the Chair.

Marketing & Partnerships Committee**Working Title**

Marketing & Partnerships Committee

Authorization*3.17.1 Standing or Temporary Committees, Task Forces and Caucuses*

The Board, by resolution duly adopted by a majority of the directors present at a meeting at which a quorum is present, may designate and appoint one or more standing or temporary committees, task forces, or caucuses. The authorizing resolution of the Board shall stipulate the purpose, term, duties and scope of authorities of the committee, task force, or caucus.

The authorizing resolution of the Board should stipulate the purpose, duties and scope of authorities for each committee, task force and caucus. Each committee, task force, or caucus may have a liaison to the Legislative Steering Committee (LSC) or the Board of Directors (Board) as determined by the authorizing resolution.

Participants

Members of the Committee will be appointed annually by the WSAC President who must take into consideration the overall balance of the committee with regard to county size, urban and rural composition, etc. The Committee must include:

- The WSAC President and Vice-President;
- Four members from the Board, two from eastern Washington, and two from western Washington;
- Three WSAC members or county employees who manage purchasing in a county.

Specific Objectives and Responsibilities of the Group

- Review business partner agreements submitted by interested partners;
- Provide recommendations to WSAC staff on future partnerships;
- Authorize business partner designation;

Governance and Decision Making

- The WSAC President shall serve as the chair of the Committee.
- Decisions shall be made via a 2/3 majority of those members present to take a vote. Absent a majority, the group shall be empowered to forward and discuss the full range of options and perspectives discussed by the Committee;
- Summary discussion points, recommendations and action items from the meetings will be documented by WSAC staff.

Organizational Support

WSAC shall provide staff and organizational support for the Committee. Meeting agendas will be developed by staff under direction of the Chair.

Expectations of Participants

To the best of their ability, members are expected to represent the best interest of counties from across the state. The work of the Committee will be conducted in a civil manner, and members are also expected to present opposing views in a respectful manner.

Meeting Frequency

The Committee will meet when needed as determined by the Chair and WSAC staff. Additional meetings may be requested by committee members through WSAC staff and shall be approved by the Chair.

Part 6 – Legislative Hosted Events

WSAC shall reimburse Active Members eligible meal and beverage expenses incurred when hosting legislators to discuss WSAC and County legislative issues. These reimbursements are subject to the availability of funds, and members should verify the availability of funds prior to hosting and seeking reimbursement. All requests for reimbursement must be submitted on WSAC's *Legislative Hosted Event Reimbursement Form*.

Part 7 – National Association of Counties County Leadership Institute

The National Association of Counties (NACo) sponsors an annual "County Leadership Institute" designed to "enhance the capacity of county officials to identify and implement solutions that engage a broad network of interests that cross boundaries that traditionally separate different sectors and jurisdictions."

Each year, WSAC shall solicit nominations from members to represent WSAC and that meet the following criteria:

- Have served at least one term and have been reelected to office;
- Be active in WSAC including in a leadership capacity, e.g., Board Member, LSC Member, etc.;
- Willing to continue serve in a leadership position;
- Able to report to the WSAC membership following completion of the program;
- Be an elected county official in a NACo member county; and
- NACo preference is given to those serving at least one term and no more than eight years in office.

WSAC Executive Board shall select one nominee and an alternate based on those members that express interest and meet the policy criteria.

WSAC will cover the registration cost of \$1,500 which includes four nights lodging, receptions, lunches and public transportation. Other program costs are supported by Institute sponsors.

The selected participant is responsible for travel to and from Washington D.C, some meals, ground transportation to/from airport, and incidentals.

Part 8 – Boards & Commissions

Active WSAC Members are encouraged to self-nominate themselves to serve as WSAC's representative on one or more of the many statewide boards, commissions, committees, task forces, and work groups for which positions are available through statute or by request of the authorizing body.

The nomination process is:

- Positions that are vacant or that will become vacant prior to the following scheduled WSAC Board of Directors' meeting shall be announced no later than 3 weeks prior to the next regularly scheduled Board of Directors meeting via the Association's communication system and/or email to the Active Members and applicable affiliate members.
- Active Members must apply through the Association's online statement of interest form.
- The deadline for submitting online statement of interest forms for vacant positions will be 10 days prior to the next regularly scheduled Board of Directors meeting or, for Tier 2 positions as described below, as requested by the authorizing body.

The selection process is decided by the type of position listed below:

Tier 1: Appointment or Nomination by full WSAC Board of Directors

- Nominations for all Gubernatorial Appointments (except for those created under statute with extreme deadlines).
- Agency, Committee and Task Force appointments and nominations whose deadlines fall within regularly scheduled WSAC Board meeting windows.

Tier 2: Appointment or Nomination by WSAC Executive Committee

- Nominations for only those Gubernatorial Appointments with extreme deadlines recently created by statute.
- Agency, Committee and Task Force appointments and nominations when notification of the seat and the ensuing deadline both occur between WSAC Board meetings.

Every attempt will be made to bring as many decisions to the full WSAC Board as possible.

Board Appointment/Nomination Process

For Boards or Commissions where the WSAC Board of Directors are responsible for nominating individuals, the following process will be used:

Board of Directors' may approve that all nominees be forwarded to the appointing authority for further review via voice vote.

For Boards or Commissions where the WSAC Board of Directors have appointing authority, the following process will be used:

For positions receiving two statements of interest, the Board of Directors shall conduct a hand vote to determine which candidate is the nominee/appointee. For positions receiving more than two statements of interest and where it is necessary to reduce the number of nominees, the board shall conduct an exhaustive ballot voting system until it is determined which candidate(s) are the nominee/appointee.

The exhaustive ballot voting system provides that each board member cast a single vote for his or her selected nominee. If no candidate is supported by an overall majority of votes then the candidate with the fewest votes is eliminated and a further round of voting occurs. This process

is repeated for as many rounds as necessary until one nominee has a majority of the Board of Directors present to vote. If more than one nominee needs to be selected, the Board shall continue to vote until a second nominee has a majority, and so on.

Notification of Board Appointment/Nomination

WSAC staff is responsible for notifying applicants of the Board's decision(s) no later than 7 days after the board's vote.

A letter detailing the Board's action will be provided to the managing agency, authority, or director no later than 7 days after the board's vote.

Those nominated to the Governor for appointment by the WSAC Board of Directors must complete an online statement of interest with the Governor's Office. WSAC Staff will provide a link to this form via email no later than 7 days after the board's vote.

Upon Appointment

Appointees of WSAC will represent the interests and positions of the Association and act in the best interest of all counties.

Those appointed to represent the Washington State Association of Counties may be asked to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which they serve.

Part 9 – Amicus Brief Policy and Process**General**

It is the intent of the WSAC Board of Directors to assure a systematic process to determine WSAC's *amicus curiae* participation in appellate judicial matters. WSAC shall follow the following process to make such determination. It is recognized that in some instances, WSAC has a significant interest in shaping the issues and arguments presented to the court. Recognizing that counties authorities and powers are defined by the state constitution, statutes, and regulations, WSAC should use the *amicus curiae* process to present its unique point of view;

1. The request to participate in an amicus brief must come from an elected county executive or from the majority of a county legislative authority;
2. Requests must be accompanied by a completed WSAC Amicus Curiae Brief Request Form, which is available on the WSAC website;
3. WSAC generally limits its involvement to Supreme Court cases. WSAC reserves the option to begin its involvement at the Court of Appeals, but will generally limit those instances to cases that relate to county structure or organic powers;
4. WSAC will generally limits its involvement to land-use cases, cases that have substantial fiscal impacts, and those that relate to county structure or organic powers;

5. WSAC will utilize a committee comprised of policy, political, and legal expertise, to review cases and provide recommendations prior to committing to an amicus brief;
6. Authorization to participate in an amicus brief rests with the WSAC Board of Directors. However, when timing does not permit engagement of the full Board of Directors, the Executive Committee of the Board of Directors may authorize participating in an amicus brief;
7. WSAC does not provide direct financial support for court cases. Rather, WSAC involvement depends upon on the availability of resources, including in-house general counsel, Washington Association of Prosecuting Attorneys, elected prosecuting attorneys or appointed deputy prosecuting attorneys from individual county office(s), or special deputies, appointed by a prosecuting attorneys from an individual county.

WSAC Amicus Curiae Brief Request Form

- 1) Case name and court of appeals/supreme court number
- 2) Case history and current status
- 3) Briefing schedule, if available; otherwise probable filing deadlines
- 4) Give a concise and brief statement of the issue or issues on which amicus argument is desired
- 5) Give a brief statement as to whether and how the decision will broadly affect Washington counties
- 6) State in particular how the results sought would be of benefit to the counties
- 7) Explain how a WSAC brief would add a new or different perspective to the issue or issues
- 8) Give a brief summary of particular cases of interest, of which the applicant is aware, with citations
- 9) Is there any county that is a party on the other side of the case and/or that would oppose or would be expected to oppose WSAC's participation as amicus? If yes, please list, and state the known or anticipated bases for opposition

Note: failure to fully answer question 9 (and all applicable parts thereof) shall preclude WSAC's consideration of this request.

- 10) What resources will you make available or are you aware of to assist in the preparation of the amicus brief?
- 11) Name of requester, representing

Part 10 – Federal Relations & Engagement Policy

The Washington State Association of Counties desires to initiate a plan of action to actively engage and participate in federal issue policy development and advocacy while striving to build positive working relationships with federal elected and appointed officials.

Within available resources, WSAC will:

1. Establish a process and set of operating procedures to develop an annual federal legislative agenda; and
2. Provide a framework for federal policy development and timely response.

Partnership with the National Association of Counties

WSAC intends to assure there is a mutual agreement and understanding with WSAC members on the distinct role that NACo and WSAC provide on federal issues/relations and assure roles are harmonized and not duplicative. To this end WSAC shall:

1. Strengthen the relationship and partnership with NACo.
2. Establish and maintain a memorandum of understanding between WSAC and NACo stipulating responsibilities and resource deployment.
3. Develop professional connections and relationships between respective NACo and WSAC policy staff.

Federal Issues and Relations Committee Composition

A Federal Issues and Relations Committee is herein established. By October 1st of each year, the President shall recommend a Federal Issues and Relations Committee roster for confirmation by the Board of Directors at a regular meeting.

Federal Issues and Relations Committee membership composition shall be guided by the following criteria:

1. Federal Issues and Relations Committee shall be chaired by WSAC's elected "Automatic Position" to the NACo Board of Directors.
2. All WSAC members that serve on the NACo Board of Directors and WIR Board of Directors shall be members of the Federal Issues and Relations Committee.
3. Only "Active Members" of the Washington State Association of Counties may be considered for membership on the Federal Issues and Relations Committee.
4. At least one WSAC member from each NACo Steering Committee should serve on the Federal Issues and Relations Committee.
5. At least one WSAC member from each county that participates on NACo Steering Committee should serve on the Federal Issues and Relations Committee.
6. At least one WSAC member from each of the congressional districts.
7. Active Members desiring to serve on the Federal Issues and Relations Committee may self nominate to be considered for appointment.
8. Other "Active Members" that are engaged in regional federal agency issues and relations shall be eligible to serve on the Federal Issues and Relations Committee.

9. Preference shall be provided to “Active Members” with tenured experience as a county appointed or elected official.
10. Consider the appointment of ex-officio committee members that are engaged in federal issues and are a member of a WSAC affiliate or partner organization.

Federal Issues and Relations Committee Member Responsibilities

The Federal Issues and Relations Committee members are responsible for the following activities:

1. Prepare and recommended a proposed federal legislative agenda for consideration of the membership at the Annual Meeting.
2. Use existing WSAC Policy Statements to guide its overall work.
3. In preparing a recommended federal legislative agenda, Federal Issues and Relations Committee members shall consider and review:
 - a. NACo Annual Legislative Agenda
 - b. Any individual Washington State counties’ adopted federal legislative agenda or positions.
4. Review all proposed NACo Resolutions from WSAC members seeking WSAC endorsement and support.
5. Limit their activities to the development, review, support, or opposition to NACo Resolutions, proposed federal legislation, agency actions or other federal issues and proposals that have direct implication and nexus to operations of county government in Washington State.
6. Consider only federal issues that are directly relevant to county government including those areas of interest of a recognized sub group of WSAC, i.e. Timber Counties, Columbia River, Coastal Counties, affiliate group.
7. Create a procedure to inform Washington state Congressional delegation and their respective staff on issues associated with County Government.

Operating Guidelines and Responsibilities

1. Only approve positions and policies associated with federal issues when 2/3 of those members of the Federal Issues and Relations Committee present approve of the position or policy.
2. Consistent with WSAC bylaws and policies, the Federal Issues and Relations Committee may adopt operating procedures and policies to further guide policy development, committee and sub-committee structure, and principles for member engagement and participation in policy development and advocacy.

Part 11 – Annual Legislative Agenda Approval Process

The purpose of this policy is to ensure that the WSAC membership has the opportunity to review and approve the Legislative Steering Committee's recommendation for the WSAC annual legislative agenda, as is required in Section 3.18 of the WSAC Bylaws.

After the Legislative Steering Committee has adopted a recommendation for the annual WSAC legislative agenda, WSAC staff shall:

- Distribute the recommended annual WSAC legislative agenda to the entire WSAC membership for review; and
- Organize an forum for WSAC members to present and discuss the annual WSAC legislative agenda; and
- Conduct an election to determine whether the WSAC membership approves of the recommendation.

WSAC staff may not conduct the election sooner than 14 business days after the distribution of the recommendation. The election may be conducted electronically or through a meeting of the members.

In the event the election is conducted through a meeting of the members, the Quorum (2.12) and Manner of Acting (2.13) provisions of the WSAC Bylaws shall govern. In the event the election is conducted electronically, a simple majority of the votes cast shall be necessary to approve the recommended legislative agenda.

In the event that the WSAC membership does not approve of the recommendation, the Legislative Steering Committee may propose a new recommendation to the WSAC membership.

Part 12 – ~~INTERIM~~ Integrated Strategic Legal Activities, Legislative Advocacy, and Communication ~~and Legal Activities~~ Program Policy

Purpose

It is the intent of the ~~WSAC Board of Directors~~ Association to ~~fully~~ implement ~~the direction of the WSAC members through the~~ prudent ~~and, judicious~~ judicious ~~administration of an, and~~ integrated approach to legislative advocacy, communication, and ~~litigation~~ legal activities. Communications and ~~the use of legal actions~~ litigation are meant to be used as tools to advance the WSAC policy agenda in coordination with legislative advocacy strategies and actions.

As an organization, WSAC believes that ~~litigation or other~~ legal actions should be used sparingly and as a last resort. WSAC Members and our affiliate organizations desire to develop and maintain positive, collaborative, and respectful partnerships with organizations we conduct business with, in particular our important partnership with ~~the State of Washington~~ State's legislature and executive branch agencies. We commit to building, cultivating, and strengthening ~~continuing to build~~ these relationships.

For ~~counties to carry out our~~ county elected and appointed officials to carry out their constitutional and statutory duties and assure that state policy is effectively implemented, ~~we they~~ simply must have adequate resources to do so. ~~The County elected and appointed officials must work with the legislature and agencies need to work with county elected and appointed officials~~ to assure adequate resources are available. As currently constructed, counties cannot currently deliver essential programs and services because flaws in the county finance structure make counties fiscally unsustainable. Further, the legislature continually requires counties ~~to to pay for buy~~ and deliver new or expanded state required programs and services without providing money to do so, a clear violation of RCW 43.135.060, and routinely reduce county revenues through legislation and/or administrative rule making.

The WSAC Board of Directors intends to assure that the ~~organization Association has~~ shall have a complete set of tools available to support and advance ~~its organizational Association~~ policy objectives. Our actions and resources will be utilized in an integrated, interwoven approach including government relations, communications, and where appropriate legal ~~or litigation activities~~ actions. These strategies and techniques include:

Government Relations

- Develop and Maintain Relationships with Legislators, Governor's Office and Executive Branch Agencies, and Independently Elected State Officials;~~;~~
- Collaboration with Partner Organizations;
- Annual Adoption and Advocacy to Advance a WSAC Legislative Agenda;
- Regularly Update and Maintain WSAC Policy Statement;
- Support WSAC Legislative Steering Committee Activities;~~;~~

Communications

- Communications and Public Education that Support Policy Objectives;
- Educational Efforts Explaining Issues Facing County Government;
- Brand Awareness;
- Public Education;
- Issue Specific Information;
- Conduct Public Opinion Research to Develop Key Messages for Communications Work;
- Internal Membership Communication.

Legal Actions

- Maintain a Unified Legal Strategy to Advance Organizational Policy Objectives;
- Confer with Counties Regarding Pending Litigation;
- Submit Amici Curiae Briefs consistent with WSAC Amicus Brief Policy and Process;
- Intervene in Cases Before the Courts as Appropriate;
- Coordinate Litigation with Counties and Partners;
- Seek Formal and Informal Attorney General Opinions;
- Pursue "Friendly Lawsuits" with Other Parties to seek Judicial Recognition of a Settlement to the Issue or Conflict;

- Conduct Research and Analysis Around Potential Litigation, Causes of Action and Strategies;
- Initiate Litigation as a Plaintiff.

Legal Action Process Phases

To incorporate litigation as a tool for achieving its policy objectives, WSAC will utilize a four-tiered structure:

Legal Committee

WSAC will utilize its Legal Committee for vetting ideas and requests for WSAC legal action, and to develop, screen, and make recommendations about potential issues and strategies associated with potential litigation. Initial vetting shall be done to assure that any proposed litigation or legal request for consideration and analysis is consistent with the goal that our government relations, communication, and legal activities are completely harmonized and integrated.

The Legal Committee shall make recommendations for legal action based on the criteria herein. Each recommendation shall include a proposed budget, likely timeline, and may include any dissenting points of view on the merits of a particular course of action, and any recommendations for the Executive Board to consider for members of a case management committee if the Board of Directors approves legal activities.

Legal Committee, as appointed by the WSAC Executive Committee, shall consist of:

- Four members from the WSAC Board of Directors, two from eastern Washington, and two from western Washington. At least two of the members must be members of the WSAC Legislative Steering Committee;
- Four members representing WAPA, two from eastern Washington, and two from western Washington. Two of which shall be Chief Civil Deputies;
- The WSAC President and Vice-President;
- Two members representing separately elected county officials serving as ex-officio, non-voting members;
- An ex-officio member from the Washington Counties Risk Pool staff;
- The Legal Committee may invite the ex-officio participation of other attorneys, county staff, or partner organizations as is deemed appropriate.

In developing their recommendation the Legal Committee shall, as appropriate:

- Communicate with the Washington Association of County Officials (WACO), affiliates representing independently elected or appointed officials as appropriate, or other partner organizations during the development and screening of potential legal action, and should:
 - Include a clear explanation that WSAC is considering potential legal action.
 - Seek fiscal or other impacts of any potential case on their offices.

- WSAC members should seek the views of the other elected officials in their counties but are not required to do so.
- Seek input and advice from the Washington Association of Prosecuting Attorneys (WAPA) on case development and screening.

Legislative Steering Committee

- As provided for herein, the Legislative Steering Committee (LSC) shall review the Legal Committee's recommendation ~~for the following two legal actions:~~

- Where WSAC will formally request to intervene in cases before the courts as appropriate;
- Where WSAC will initiate litigation proceedings as the Plaintiff.

- LSC may modify, recommend, alter, or change the recommendation from the Legal Committee.
- Any proposed legal action must receive a 2/3 affirmative vote of those present for the LSC to recommend proceeding with legal action to the Board of Directors.
- ~~No legal action that requires LSC authorization may be considered by the Board without a 2/3 recommendation from the LSC.~~
- Shall provide, to the Board of Directors, a recommendation that shall include a summary of any views differing from the majority.

Board of Directors

- A legal action recommendation from the LSC may not be voted upon by the Board of Directors without a minimum 10 day notification to WSAC members~~;~~
- WSAC Board of Directors may modify, recommend, alter, or change the recommendation from the Legal Committee or the Legislative Steering Committee;
- Unless otherwise provided for herein, the WSAC Board of Directors shall make the final decision on pursuing legal activities~~;~~
- ~~Any proposed legal action must receive both a 2/3 majority of the Board of Directors present plus must receive a 50% share of the WSAC total annual dues.~~
- The WSAC Board shall retain settlement authority, unless otherwise delegated to executive committee with a set of sideboards defining an acceptable settlement~~;~~
- ~~WSACs existing Participation in Amicus Curiae shall remain consistent with WSAC Amicus Brief Policy and Process; Brief Policy and Process remains in place, until a recommendation can be developed for integration into the Legal Committee.~~
- The Board may direct staff to serve as a coordinator or facilitator of legal action taken by one or more WSAC members to which WSAC itself is not a party~~;~~
- The WSAC Board of Directors, under limited time sensitive conditions, ~~will delegates some~~ legal action on decision making vities to the Executive Committee, ~~as provided for herein.~~

Case Management Committee

~~For the following legal actions, the Once legal action is underway, the~~ Executive Committee shall appoint a Case Management Committee:

- Where WSAC has intervened in cases before the courts as appropriate;
- Where WSAC has initiated litigation proceedings as the Plaintiff.

~~for every case or issue.~~ WSAC may invite participation from partner organizations, and affiliates or members as appropriate to the subject matter of the case.

Each specific Case Management Committee appointed by the Executive Committee shall be responsible for engaging with legal counsel, receiving regular reports on the case, discussing case strategy and advise on managing individual case legal action.

Communications within WSAC during Litigation

- The Case Management Committee shall be responsible for engaging with legal counsel, receiving regular reports, and discussing strategy.
- The WSAC Board shall receive ~~quarterly~~ updates at Regular and/or Special Board meetings in executive session, with budget information.
- WSAC membership shall receive regular process updates without any confidential information (for example, information that is already subject to the Public Records Act such as schedule, timing and court actions, briefs filed, etc.), to protect attorney-client privileged information while keeping members informed.
- WSAC staff shall continue to educate members on how legal action informs overall WSAC objectives through routine communication and will consider using WSAC website to disseminate and maintain available information regarding each case.
- Communication with WSAC Members will be as open and transparent as possible while protecting attorney client privileged communication as necessary

Legal Action Criteria and Evaluation

The Legal Committee, as supported by WSAC Staff or outside counsel, shall thoroughly vet all potential options for legal action, utilizing evaluation and criteria described herein to develop and provide information and a recommendation to the LSC and, the Board of Directors as appropriate, by following the guidelines below for their review when considering legal action.

The set of evaluation questions, criteria and decision making process may be different for six possible legal or litigation applications:

Recommendation of the Legal Committee to be submitted to the WSAC Board of Directors or as delegated to the WSAC Executive Committee:

- Submit Amici Curiae Briefs – consistent with WSAC Amicus Brief Policy and Process;

- Coordinate litigation with counties and partners (but not have WSAC intervene on its own behalf)
- Seek formal and informal Attorney General Opinions
- Proceed with friendly lawsuits with other parties to seek judicial recognition of a settlement to the issue or conflict

Recommendation of the Legal Committee to be submitted directly to the WSAC Legislative Steering Committee to execute legal action decision making procedure as described herein:

- Intervene in cases before the courts as appropriate
- Initiate litigation proceedings

It is recognized that WSAC has a significant interest in many legal issues, but shall use any legal ~~action~~tools in a prudent and judicious manner. WSAC desires to identify legal issues and arguments that recognize that counties have unique and identifiable authorities and powers as defined by the state constitution, statutes, and regulations.

WSAC's primary legal interest is to assure counties have the resources and ability to deliver high-quality public services that are required by our constitution, statutes, administrative rules or our citizens. It is clear that counties cannot currently meet this goal because flaws in the county finance structure make counties fiscally unsustainable. In general, WSAC shall focus its legal ~~program~~actions on the following:

- Instances that relate to county structure;
- Organic powers;
- Fiscal impacts affecting long term fiscal sustainability;
- Pre-emption of authorities;
- Unfunded mandates.

The WSAC Legal Committee shall consider and provide analysis regarding three broad evaluative criteria:

- Legal issues;
- Communications and public relations;
- Case management and administration.

The Legal Committee shall consider, at a minimum, the following questions in developing their recommendation:

Legal Issues

- Do we understand the current case law?
- Do the facts support a good case? Will the case provide an answer and some certainty, irrespective of whether we prevail?
- What is our analysis of the public policy issues involved in the case?

- Can we shape the argument around which aspects of the case will we pursue?
- Do we understand the facts and law the opponents will use?

Communications and Public Relations

- Understand public opinion on the issue ~~Can we win the public relations battle~~ – what will the public perception be on the case specifically and the general, larger narrative around the function of government?
- Can we succinctly explain why WSAC is pursuing legal activities? ~~what we're doing?~~
- How will legislators react and respond to the case?
- Have we fully considered the consequences of the case beyond the obvious initial impacts?
- Are there relevant examples and personal encounters, individual county stories, or ~~What are other hot button issues or~~ case studies that we can use to strengthen the public relations narrative?
- What internal stories do our members have ~~that can help us to assist us~~ with public relations?

Case Management and Administration

- What is the likelihood of success?
- What are consequences of winning and losing?
- Is this case a candidate for an alternative to litigation, i.e., Attorney General Opinion?
- Who are our allies and our opponents? Can we expect them to join or oppose in the case?
- Coordination, friendly lawsuit simply to settle the law?
- What does success look like, both short and long term?
- Is this case supportive of our long term strategy?
- What parameters would we be comfortable settling on?
- What ~~will be there~~ are the potential or likely discovery or public records request requirements?
- Is our current general counsel or ~~Will the case require~~ outside counsel adequate to proceed or do we need to consider alternative counsel/approach? ~~and if so what scrutiny should we give to the hiring decision?~~
- Can we avoid losing attorney's fees?
- What the likelihood of opposition within the county family – and who and why?
- Do we have the financial and human resources to follow the case to its conclusion?
- Have we tried other strategies to resolve the issue?
- Have we thought through the entire arc of the case (e.g. are we trying to settle, or go to Supreme Court)?

Legal Committee Recommendation

The Legal Committee recommendation shall be accompanied by the following information:

- 1) A brief summary of issues and findings associated with the proposed action:
 - a. Legal Issues
 - b. Communications and Public Relations
 - c. Case Management and Administration

- 2) Case history and current status if applicable;
- 3) Probably timeline and schedule;
- 4) A concise and brief statement of the issue or issues on which argument is desired;
- 5) A brief and succinct statement as to whether and how the decision will broadly affect Washington counties;
- 6) State in particular how the results sought would be of benefit to the counties;
- 7) Is there any county that is, or might be, party on the other side of the case and/or that would oppose or would be expected to oppose WSAC's participation in this legal activity? Are there members of the Legal Committee that have a differing view than the majority of members? If yes, please list, and state the known or anticipated bases for opposition.

III CASH & INVESTMENTS

ORIGINAL ADOPTION: June 17, 2008

BOARD APPROVED REVISION: June 15, 2010

Part 1 – Cash Management

Purpose

The purpose of the Association's Cash Management Policy is to:

- Provide liquidity to fund the Association's ongoing operating needs;
- Act as a repository for the accumulation of cash reserves;
- Provide funds for fiscal stability during economic down cycles;
- Store funds earmarked for the Association's strategic needs;
- Assure resources are available in case of catastrophic loss or other need for immediate access to resources

Investment Objectives

WSAC investment objectives are designed to assure safety, liquidity and yield. The portfolio objectives listed in order of importance, are as follows:

- Preserve principal;
- Maintain sufficient liquidity to meet forecasted cash needs;
- Maintain an overall liquidity ratio of 50% of total reserves;
- Maintain a diversified portfolio in order to minimize credit or investment risk; and
- Maximize yield subject to the above criteria.

Authorized Investments

- US Treasury Securities-US Treasury notes, bills and bonds with remaining maturities not to exceed 720 days.
- Bank Obligations-Any certificate of deposit, time deposit, bankers' acceptance, bank note or letter of credit issued by a US Bank. Issuing banks must be FDIC insured.
- Funds- Any open end money market fund regulated by the US government under Investment Company Act rule 2a-7. Any investment fund regulated advised by a Registered Investment Advisor under SEC rule 3c7. Such fund investment guidelines must state that "the fund will seek to maintain a \$1 per share net asset value." The company's investment in any one fund may not exceed 35% of the assets of the fund into which it is invested.
- United States Government Obligations- Any obligation issued or backed (federal agencies) by the United States Government. No more than 25% may be invested on obligations of any one federal agency.
- Funds that meet the criteria established for the Washington State Treasury and Trust Funds as managed by the State Treasurer.

Investment Committee

The WSAC Audit, Investment and Finance Committee, Executive Director, and/or designee shall meet as necessary to review asset allocation, investment selection, portfolio performance and overall adherence to the investment policy guidelines. The WSAC Board of Directors possesses the fiduciary responsibility to direct and monitor the investment strategy and management. The Audit, Investment and Finance Committee is authorized to delegate certain responsibilities to professional experts in various fields. These include, but are not limited to:

1. Investment Management Consultant. The consultant may assist the Investment Committee in: establishing investment policy, objectives, and guidelines; selecting investment managers; reviewing such managers over time; measuring and evaluating investment performance; and other tasks as deemed appropriate.
2. Investment Manager. The investment manager has discretion to purchase, sell, or hold the specific securities to meet the investment objectives.
3. Additional specialists such as attorneys, auditors, and others may be used by the Investment Committee to assist in meeting its responsibilities and obligations prudently.

The Investment Management Consultant and the Investment Manager shall not be employed by the same company or have any common financial interests that are not readily apparent and disclosed to the WSAC Audit, Investment and Finance Committee, Executive Director, and/or designee..

The Audit, Investment and Finance Committee shall not reserve any control over investment decisions, with the exception of specific limitations described in these statements. Managers are responsible and accountable to achieve the objectives herein stated. While it is not believed that the limitations will hamper investment managers, each manager should request modifications which they deem appropriate.

Part 2 – 401k Savings Plan Investment Policy Statement

Introduction

Washington State Association of Counties (“WSAC”) sponsors a 401k Savings Plan (the “Plan”) for the benefit of its employees. The Plan is intended to provide eligible employees with long-term accumulation of retirement savings through a combination of employee and employer contributions to individual participant accounts.

The Plan is intended to satisfy the requirements of Section 401(a) of the Internal Revenue Code (the “Code”) and contains a cash or deferred arrangement that is intended to satisfy the requirements of Code Section 401(k). The Plan is intended to comply with the requirements of the Employee Retirement Income Security Act of 1974 (“ERISA”) including, without limitation, ERISA’s requirements relating to the behavior of plan fiduciaries and the requirements of ERISA Section 404(c).

Plan participants have different investment objectives, time horizons, and risk tolerances. To meet these varying investment needs, participants and beneficiaries will be able to direct their account balances among a range of investment options, which span the risk/return spectrum. To the extent consistent with ERISA Section 404(c) and the applicable provisions of the Pension Protection Act of 2006, Plan participants and beneficiaries alone bear the risk of investment results from the investment options and allocations that they select.

Purpose

This Investment Policy Statement (“IPS”) is intended to assist the Plan’s fiduciaries in making decisions about the Plan’s investments. The IPS outlines the underlying philosophies and processes for the

selection, monitoring, and evaluation of investment options and investment managers utilized in the Plan. Specifically, the IPS:

- Defines the roles of those responsible for the Plan's investments;
- Describes the criteria and procedures for selecting and monitoring investment managers/options; and
- Describes the manner in which investment options and investment managers that fail to satisfy established objectives will be managed.

The IPS will be reviewed at least annually and, if appropriate, can be amended to reflect changes in markets, Plan participants' objectives, or other factors relevant to the Plan.

Investment Objectives

The Plan's investment options will be selected so as to:

- Provide a qualified default investment alternative, which will be a targeted retirement date investment designed to provide varying degrees of long term appreciation and capital preservation through a mix of equity and fixed-income exposure based on the participant's age and target retirement date and which will otherwise meet the requirements of a "qualified default investment alternative," pursuant to regulations issued by the U.S. Department of Labor.
- Provide those participants who wish to direct their own investments with a diverse set of investment options in various asset classes so as to encourage and facilitate participant diversification while also offering a program that is understandable to participants;
- Provide a long-term, competitive rate of return for similar investment options; and
- Control administrative and management costs.

Roles and Responsibilities

Trustee – The trustee of the Plan is responsible for holding and investing Plan assets in accordance with the terms of the Trust Agreement.

Recordkeeper – The recordkeeper is responsible for maintaining and updating individual account balances-including information regarding plan contributions, withdrawals, and distributions-and otherwise acting on the directions of the Employee Benefits Committee (EBC) or its authorized delegates.

Investment Committee – The Investment Committee is responsible for managing all matters relating to the investment of the Plan's assets. Currently, the members of the Investment Committee are consistent with the WSAC Audit, Investment and Finance Committee or its authorized delegates.

The primary responsibilities of the Investment Committee are to:

- Make sufficient asset classes with different and distinct risk/return profiles available under the Plan so that each Plan participant has the opportunity to prudently diversify his/her account given his/her investment circumstances;
- Prudently select investment options;

- Establish and maintain the Investment Policy Statement;
- Control and account for all investment, recordkeeping, and administrative expenses associated with the Plan;
- Monitor investment options as to fund levels, returns, manager performance to established benchmarks, and manager tenure;
- Remove/terminate options/managers not performing at acceptable levels; and
- Avoid prohibited transactions and conflicts of interest.

Investment Manager/Option Selection

The Investment Committee will apply the following due diligence criteria in selecting each individual investment option that will be made available under the terms of the plan:

- Each investment manager shall be a regulated bank, an insurance company, a registered mutual fund company, or a registered investment manager/advisor.
- The investment manager/option must be highly correlated to the asset class of the investment option.
- The investment manager's/option's performance for the targeted retirement date investments shall be evaluated against a custom benchmark representing the asset classes contained in the glide path for each of the investments for one-, three-, and five-year cumulative periods.
- The investment manager's/option's performance shall be evaluated against the peer group's median manager's return for one-, three-, and five-year cumulative periods.
- The investment manager's/option's risk-adjusted net performance (Alpha and/or Sharpe Ratio) shall be evaluated against the peer group's median manager's risk adjusted performance.
- The investment manager/option under consideration shall have an inception date that is greater than three years.
- The investment manager/option shall have at least \$75 million under management.
- The investment manager's/option's fees shall be in the top two quartiles (least expensive) of their peer group.
- There shall be no perceived organizational problems-the same portfolio management team should be in place for at least two years.

Notwithstanding the foregoing, the Investment Committee may select an investment manager/option that does not meet one or more of the criteria defined above if the Investment Committee concludes that the investment manager/option is in the best interests of Plan participants.

Investment Monitoring and Reporting

The Plan is intended to provide an appropriate range of investment options that span the risk/return spectrum. Further, the Plan's investment managers/options will allow Plan participants to construct portfolios consistent with their unique individual circumstances, goals, time horizons, and tolerance for risk.

The Investment Committee will monitor the performance of each investment manager/option on a periodic basis. Not less frequently than annually, the Investment Committee will meet to review

whether each investment manager/option continues to conform to the criteria outlined in the previous section. Specifically, the Investment Committee will review the investment manager/option to confirm that the manager/option continues to adhere to the Plan's investment guidelines and to determine whether there have been any material changes in the investment manager's/option's organization or investment philosophy.

Further, the Investment Committee generally has determined that it is in the best interest of the Plan's participants that performance objectives be established for each investment manager/option. To the extent one exists, these performance objectives will be based upon the appropriate market index (e.g., the Russell or Lipper 1000 Value for large-cap value domestic equity manager) and the relevant peer group (e.g., the large-cap value investment universe for a large-cap value investment) for each investment manager/option, and, in the case of the targeted retirement date investment options, a custom benchmark comprised of the weighted market indices based on each such targeted date investment's corresponding point on the glide path.

The Investment Committee may place an investment manager/option on a "Watch List" and conduct a thorough review and analysis of the investment if and when any of the following occurs:

- An investment option's net performance falls below the median of their peer groups one-, three-, and five-year cumulative returns;
- A manager's three-year risk-adjusted return (Alpha and/or Sharpe) falls below that of the peer group's median risk-adjusted return;
- There is a change in the professionals managing the portfolio;
- There is a significant decrease in the investment manager's/option's assets;
- There is an indication that the investment manager/option is deviating from his/her stated style and/or strategy;
- An extraordinary event occurs that may interfere with the investment manager's/option's ability to fulfill their role in the future; or
- There is instability of the organization managing the investment manager/option.

Notwithstanding the foregoing, the ultimate decision to retain or terminate an investment manager/option cannot be made by a formula. It is the Investment Committee's confidence in the investment manager's/option's ability to accomplish its stated objectives and the extent to which such objectives are consistent with the investment goals and philosophy of the Plan that will determine whether an investment manager/option will be retained.

In addition to reviewing the performance of the Plan's investment managers/options, the Investment Committee will periodically review all costs associated with the management of the Plan's investment program, including:

- Expense ratios of each investment option against the appropriate peer group; and
- Costs to administer the Plan, including recordkeeping, account settlement (participant balance with that of investment), allocation of assets and earnings, and (when applicable) the proper use of 12b-1 fees to offset these fees.

IV RECORDS & MEETING MANAGEMENT

ORIGINAL ADOPTION: June 15, 2010	BOARD APPROVED REVISION: 11/15/2016
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Part 1 – Records Retention

The Washington State Association of Counties utilizes the Washington State Secretary of State local government retention schedule.

Part 2 – Open Public Meetings Act Policy

The Washington State Association of Counties (WSAC) is required by court order to comply with the Open Public Meetings Act, RCW 42.30 (hereinafter the “Act”). In order to ensure compliance with the Act, WSAC will utilize these guidelines.

The Open Public Meetings Act

The Act provides that: “All meetings of the governing body of a public agency shall be open and public and all persons shall be permitted to attend any meeting of the governing body of a public agency...” RCW 42.30.030.

A “meeting” is defined as any meeting at which action is taken, and “action” is defined broadly to mean the “transaction of the official business” of the organization including “deliberations, discussions, considerations, reviews, evaluations, and final actions.” RCW 42.30.020

The Act defines “governing body” to include both a “multimember board” as well as “other policy or rule-making body...when the committee acts on behalf of the governing body...” RCW 42.30.020(2).

WSAC Guidelines

WSAC will ensure that all meetings of the WSAC Board of Directors are open to any member of the public who wishes to attend. The calendar of the regular meetings of the WSAC Board of Directors will be posted on the WSAC website. The WSAC Board of Directors will not provide opportunity for public comment.

WSAC will also ensure that any meeting of the WSAC Legislative Steering Committee, Executive Committee, Timber Counties Committee, affiliate member, or other committee or subgroup of the WSAC Board of Directors will be open to the public when:

- 1) The committee or subgroup is authorized to act on behalf of the WSAC Board of Directors, and;
- 2) The committee or subgroup is undertaking an “action”.

The calendar of the regular meetings of all affiliates, committees, and subgroups will be posted on the WSAC website.

Part 3 –Public Records Act

The Washington State Association of Counties (WSAC) is required by court order to comply with the Open Public Records Act, RCW 42.56 (hereinafter the “Act”). In order to ensure compliance with the Act, WSAC will utilize these procedures.

The Public Records Act

According to the state of Washington, a public record is “. . . information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.” [RCW 42.56.010(2)]

Public records can be handwritten or typewritten documents, electronic files, emails, web content, faxes, and other electronic formats (audio/photo/video).

WSAC Procedure

1. All public records requests regardless of incoming format (email, phone, web form, etc.) are routed to the WSAC Public Records Officer (PRO). Staff should not reply directly to requesters. If the PRO is unavailable, forward the request to the Executive Director.
2. Upon receipt, the PRO will send acknowledgement to the requester via tracked email and/or via registered mail citing that:
 - a. Within five (5) business days of receiving the request, WSAC will respond in one of the following ways:
 - i. Provide the record
 - ii. Provide an estimate of time needed to fulfill the response
 - iii. Deny the request, with an explanation of the denial
 - iv. Ask for clarification of the request for records
3. The PRO will coordinate collection of data/documents, working with appropriate staff as needed to fulfill the request.
4. Within the five day window, the PRO will reply to the requester with one or more of the options listed under (2) above.
5. If the request requires large amounts of photocopying the requester will be notified of an estimated cost for copies. The fee is 15 cents per single sheet. The total is due in full prior to delivery of a complete request or, if the request is broken into installments, a deposit of 10% of the total must be paid prior to the delivery of the first installment.

Electronic records

Electronic documents that fall within retention categories on the retention schedule are to be maintained in the appropriate WSAC shared drive for the length of time indicated on the schedule. Staff should ensure that all final versions of documents, significant drafts, or documents with a retention value on devices are saved to the appropriate WSAC shared drive within 30 days and copies on the devices deleted, unless subject to a public records or litigation hold. Working or reference

copies of electronic records may be retained individually by appropriate staff members for short term work reasons.

No electronic records are to be discarded, deleted, or destroyed if pertinent to an anticipated or ongoing public records request or litigation hold.

Electronic devices

All WSAC devices, such as mobile phones, tablets, and laptops are WSAC property. All information stored on these devices are subject to inspection at any time, including for purposes of public records requests. Personal electronic devices used for WSAC business that contain information responsive to public records requests are subject to search in response to such a request.

Text messages

WSAC prohibits the use of text messages on WSAC or personal devices for business purposes beyond logistical or other purposes that have no retention value. If WSAC staff receive a text message that has retention value, WSAC staff must copy the text into an email and indicate to the sender that further correspondence must be conducted by email rather than text.

Social Media Content

WSAC social media sites are subject to the Public Records Act. Content related to WSAC business shall be retained in accordance with WSAC's document retention policy and maintained in an accessible format so that it can be produced in response to a request.

V PARTNERS

ORIGINAL ADOPTION: June 29, 1984

BOARD APPROVED REVISION: January 30, 2019

Part 1 - Affiliate Partners

The Bylaws of the Washington State Association of Counties (WSAC) provide that an association composed of administrative agencies in county government may become formally affiliated with the Washington State Association of Counties. Policies relating to affiliation are required by the bylaws.

Affiliation Goals

Affiliation between the Washington State Association of Counties and any other association of administrative agencies within county government shall be a formal relationship to aid in the development of policy and the exchange of information on matters of mutual interest between departments of county government and the legislative and executive leadership of all counties. Affiliation should serve the accomplishment of joint goals of better informed county officials and improved effectiveness in legislative matters.

Application for Affiliation

Associations composed of county administrative agency heads may apply for affiliation in they are appointed by the county legislative authority or a successor to a county legislative authority pursuant to a county charter. Such associations shall have a close, significant relationship with their appointing authorities for the development of policies or the administration of essential public services.

Associations lacking such relationship, as determined by the Washington State Association of Counties' Board of Directors, may apply to an existing WSAC affiliate to become an associate of such affiliate under such conditions as the affiliate may impose.

No association may apply for affiliation unless one-third of the counties have similar personnel participating in the association.

The Board of Directors shall review all affiliation applications and shall determine whether such application shall be presented to the Association for ratification.

Responsibilities of Affiliate Associations**Policies**

Policy positions of the Washington State Association of Counties shall control; policy positions of affiliates shall be consistent with those of the Washington State Association of Counties.

Affiliate associations may develop policy positions as recommendations to the Washington State Association of Counties which shall be referred to the Association. Such recommended policy positions, once approved, shall become the joint policy of the Washington State Association of Counties and the affiliate association and may be so characterized. If the Washington State Association of Counties fails to act upon any recommended policy positions of an affiliate association, the affiliate association is free to pursue that issue in its own name only. All such affiliate positions shall be formally transmitted to the Washington State Association of Counties.

If the Washington State Association of Counties determines to preempt an entire policy area, the affiliate associations may only prepare recommendations to the Washington State Association of Counties and shall not act independently.

Legislative positions of affiliate associations shall be subject to the same process of review and approval as any Washington State Association of Counties legislative position.

Each affiliate association shall be granted one ex-officio member on the Washington State Association of Counties' Legislative Steering Committee. The affiliate association may select the ex-officio member as they choose; if no choice is made the affiliate association president shall serve. As an ex-officio member of the Legislative Steering Committee, affiliate association members shall have all rights as other members except to make motions or to vote on issues before committee.

Meetings

Affiliate associations shall have an autonomous existence. Affiliate association members may attend all meetings of the Washington State Association of Counties or its districts, but shall participate in the annual Washington State Association of Counties statewide meetings as required below.

Bylaws

Affiliate associations shall develop bylaws which, at a minimum, shall include a description of the association's membership, a dues structure for association expenses, the offices of the association and the means of selection. Affiliate association bylaws and amendments to such bylaws shall be approved by the Washington State Association of Counties' Board of Directors.

Publications

Affiliate associations may produce articles for Washington State Association of Counties publications or separate publications for which the Washington State Association of Counties will provide reproduction and mailing services, as approved by the Board of Directors or the Executive Director.

WSAC Conferences

Affiliate associations are encouraged to register for WSAC conferences and hold affiliate meetings in conjunction with the Association's events. Affiliate associations will receive meeting space and other event benefits at no charge if a majority of their members attending the affiliate meeting registers for the WSAC conference. If the affiliate association members do not register for the WSAC conference, a room fee and other hard costs may be charged to the affiliate association. Affiliate association leadership shall coordinate with WSAC staff to develop shared programming of interest to members of both the affiliate and WSAC. As a portion of the Washington State Association of Counties' business meeting at the annual conference, each affiliate shall present a substantive report on issues of concern to the affiliate association. The report shall be reproduced, in summary form, and provided to all Washington State Association of Counties members and affiliate association members. Affiliate associations may not schedule programming or social events at the same time as WSAC's vendor fair.

Research

Affiliate associations may be requested to participate in research projects of the Washington State Association of Counties.

Affiliation Termination

The affiliation relationship between the Washington State Association of Counties and an association of county administrative agencies may be terminated by submitting to the Washington State Association of Counties' Board of Directors an approved resolution of the affiliate association seeking termination. In addition, the Washington State Association of Counties' Board of Directors may initiate termination of an affiliation. The Board of Directors action relating to any affiliation termination shall be sent to each member of the affected affiliate. No termination shall occur unless approved by the membership of the Washington State Association of Counties.

Part 2 – Organizational/Business Partners

The Bylaws of the Washington State Association of Counties provide organizational and business partner membership (ARTICLE 2 MEMBERSHIP, Section 2.4 *Organizational Partner* and 2.5 *Business Partner*).

This bylaws provision provides opportunity to public and private firms and individuals with a public service interest to become a special category of "organizational/business partner" members. Business partner members are **non-voting** members and do not participate in WSAC's legislative policy development, serve on the Board of Directors or committees, nor do they participate in any business meeting. Membership is not automatic. The Association's Board of Directors may deny membership. The Association's Board of Directors also reserves the right to limit business partners' participation at certain meetings.

As a benefit to its members, WSAC may enter into agreements with outside partners, including other associations, companies, foundations and individuals, who can assist with program and service delivery to the membership. WSAC encourages relationships with both business partners and outside sources that benefit the mutual interest of both parties.

The following will be taken into consideration when considering an agreement:

- Mission and strategic plan of WSAC
- Preserving or promoting trust in WSAC
- WSAC employee and board member objectivity
- Benefit to Counties or County Employees
- Board or appointed committee will determine if an exclusive endorsement will be allowed
- WSAC will not be an agent for the sponsor or business partner; it will remain independent and have no liability for the sponsor or business partners' activities
- A sponsor or business partner of a single product or service should not imply the Association's endorsement of everything the sponsor or business partner offers.

Business partners desiring a sponsorship or business partner agreement shall submit a written request to the Executive Director. If the request is deemed acceptable by the Executive Director, a proposal detailing the specific terms of the agreement shall be drafted and submitted for review by the Marketing & Partnerships Committee. Agreements related to sponsorship of events or materials shall be approved by the Executive Director. Agreements resulting in a business partner designation shall be presented to the Marketing & Partnerships committee for approval.

Approved business partner agreements shall be in writing and reviewed annually by the WSAC Executive Committee and/or WSAC Board of Directors. Business partner agreements will contain performance goals to measure the benefits of the agreement. An annual report on performance goals will be provided annually to the WSAC Membership. WSAC has the right to review any promotional materials referencing this relationship as prepared by the company prior to publication/distribution.

All business partner agreements shall include a clause noting that termination without cause may occur with 30 days written notice.

All business partner agreements must comply with procurement and all other federal, state and local laws and regulations. WSAC is not responsible for any disputes or compliance issues a County or County Employee may encounter with a business partner or sponsor. Any membership concerns about a business partner or sponsor will be directed to the Executive Director.

VI CONFERENCES

ORIGINAL ADOPTION: July 9, 1986	BOARD APPROVED REVISION: June 15, 2010
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Formerly known as the Convention Policy

Registration

Active members in all membership categories of the Association may register for Association conferences at the member rate. Non-active members; other county elected officials or staff; state and federal public elected officials and employees; sponsors and vendors; and other non-county, association or private employees must register at the non-member rate.

WSAC Officers: WSAC Officers are encouraged to register and attend all Association conferences. The WSAC President shall have all travel, lodging, and registration fees for WSAC Conferences provided for during their term in office. Registration will be the responsibility of the current president, however all fees will be waived.

Members and Non-Members: All who attend will register for the entire event or by the day, if available. To maintain the financial integrity of the Association's conferences, partial registration or registration for individual meals or social events is not available.

Members' Spouses, Partners and Dependents: All spouses, partners, guests and dependents will be allowed to buy tickets for meals for which they plan to attend without registering for the conference.

Sponsors: Sponsors, unless registration is provided as a benefit of a sponsorship package, will register for the conference if they plan to attend more than the sponsored meal or reception. Additional meal tickets may be available to sponsors for purchase depending on the sponsorship packet.

Vendors: Vendors will pay a separate exhibitor registration fee to participate in the exhibitor fair, unless space is provided under a sponsorship or marketing agreement. Private, governmental, and service vendors may be charged at different rates. Vendors must register for the conference if they plan to attend more of the event than the exhibitor fair. Vendors will need to register all persons attending the conference from that firm or agency. Vendors may not purchase additional meal tickets. Vendors are prohibited from soliciting conference registrants outside of the exhibitor hall.

WSAC Contractors: Contractors who have responsibility for coordinating or presenting a part of the conference program, or who have been asked by the Association to attend the conference to assist with other responsibilities, need not register for the event. Hotel room and other charges may be billed back to the contractor's program at the discretion of the Executive Director.

No hospitality host associated with the Association's conferences will operate any hospitality suite at any time in conflict with the conference program, per approval of Association event staff. No hospitality suites will be permitted open during exhibitor fair hours. Failure to comply with this restriction will cause the host to be banned from the next annual convention of the association.

Early Bird Registration: The member or non-member registration fee charged shall be determined, in part, by when the registration fee is paid. All registrations paid on or before the date set two weeks

prior to the first full day of the conference shall be a lesser amount, as set by the officers or the Executive Committee. All registrations paid after the specified end of the Early Bird window dates shall be of a greater amount as set by the officers or the Executive Committee. Purchase orders and any other form of delayed payment which is actually paid after the conference shall pay the greater amount.

Refunds: All persons who register for an Association conference shall be entitled to a full refund of the registration amount, less an administrative fee, if the refund request is made more than seven days prior to the opening of the meeting. Substitutions are an option for those registrants who are unable to attend. No refunds are given six or fewer days before, or any time after, Association conferences as catering commitments are placed and irrevocable.

Invitation

These policies apply only to persons who are invited to attend an Association conference for the sole purpose of their being present.

Full Free Registration and Room: Association staff and officers may develop a list of federal and state officials, National Association of Counties' officers, national or statewide personalities, top tier conference sponsors, select conference presenters and speakers, or dignitaries of any other description to be invited to the convention as guests of the Association. Generally, no full free Registration and Room will be provided to congressional, legislative, or agency staff. The list will require approval of the WSAC Executive Committee.

Persons receiving such an invitation shall pay no registration, shall purchase no meal tickets for spouses or dependents, and may receive a voucher following the convention to bill the association for incidental costs relating their attendance such as meals and accommodations while in transit. Travel costs, including mileage reimbursement and airfare, is only reimbursed for conference speakers and presenters and is not included for these guests.

This class of guests will be extremely limited.

Free Registration and Meals: Association staff may compile a list of persons who will not be required to pay for their registration and scheduled meals at the convention. This class of guests will be required to pay all other costs relating to their attendance at the convention, including travel and room charges. This list shall not require Executive Committee approval, but shall be shared with the Executive Committee prior to the conference.

This class of guests shall include most legislators and legislative staff who might be invited, state agency heads not included in the class above, NACo staff, and select conference sponsors and presenters.

Free Meals: The staff may invite persons who might wish to attend a single function of the convention or a series of concurrent sessions and provide them with free meal tickets and not require them to register. This class of guest may include spouses of panelists and speakers, some legislative staff and agency employees, or persons from the private sector who have an ongoing relationship with county government.

Costs relating to these guests shall be paid from the convention budget.

Open Public Meetings Act

Association conferences will adhere to the Washington State Open Public Meetings Act in determining if individual sessions or meetings held as part of the conference agenda are subject to the law.

VII WHISTLEBLOWER

ORIGINAL ADOPTION: November 13, 2012	BOARD APPROVED REVISION: N/A
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Purpose

The Washington State Association of Counties requires board members, committee members, employees and other representatives to observe high standards of business and personal ethics, practice honesty and integrity, and comply with all applicable laws and regulations in the conduct of their duties and responsibilities.

Definitions

“Wrongful Conduct” is defined in this Whistleblower Policy as a serious violation of WSAC policy; a violation of applicable state and federal law; or the use of WSAC property, resources, or authority for personal gain or other non organization-related purpose except as provided under WSAC policy. This definition of Wrongful Conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Whistleblower Policy. Rather, the Whistleblower Policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of WSAC.

“Compliance Officer” is defined as WSAC’s internal Legal Counsel, working with the President of WSAC. The Compliance Officer is responsible for investigating and resolving all complaints and allegations concerning Wrongful Conduct.

Reporting Responsibility

It is the responsibility of all board members, committee members, employees and other representatives to report Wrongful Conduct in accordance with this Whistleblower Policy.

WSAC encourages its board members, committee members and employees to share their Wrongful Conduct questions, concerns, suggestions, or complaints regarding WSAC and its operations with someone who can address them properly. In most cases, a board member or committee member should present their concerns to the WSAC President. In most cases, the Executive Director is generally in the best position to address an employee’s area of concern. However, if any person is not comfortable speaking with the WSAC President or Executive Director or if any person is not satisfied with the WSAC President’s or the Executive Director’s response, the person is encouraged to speak with anyone on the Board with whom the person is comfortable in approaching, or to directly contact WSAC General Legal Counsel.

No Retaliation

No board member, committee member or employee who in good faith reports Wrongful Conduct will suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against anyone who has reported Wrongful Conduct in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable persons to raise serious concerns within WSAC prior to seeking resolution outside WSAC.

Acting in Good Faith

Anyone filing a complaint or concern of Wrongful Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates Wrongful Conduct. Any allegations that prove not to be substantiated and which prove to have been made maliciously or

knowingly to be false will be viewed as a serious disciplinary offense and is subject to discipline up to and including termination of employment.

Confidentiality

Reports of Wrongful Conduct or suspected Wrongful Conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of Wrongful Conduct or suspected Wrongful Conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Wrongful Conduct

The Compliance Officer, or the person responsible for carrying out the Compliance Officer's role with respect to a report of Wrongful Conduct or suspected Wrongful Conduct, will acknowledge receipt of the report within five business days, unless such report was submitted anonymously. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Accounting and Auditing Matters

The WSAC Audit and Finance Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Audit and Finance Committee of any such complaint and work with the Committee until the matter is resolved.

VIII MEMBER SERVICES COMMUNICATION POLICY

ORIGINAL ADOPTION: February 4, 2015	BOARD APPROVED REVISION: N/A
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Purpose

The purpose of this policy is to establish member service communications expectations for the staff and contractors of the Washington State Association of Counties in the following four areas:

- Telephone
- Voicemail
- Electronic Mail
- Written Correspondence

General Policy Parameters

WSAC endeavors to be a remarkable organization. A keystone to this aspiration is to assure WSAC members, WSAC affiliate members, and our key partners and customers are communicated with and responded to in a prompt, timely, respectful and accurate manner.

WSAC is committed to assuring its staff delivers the highest quality of service to WSAC members, WSAC Affiliate members, fellow staff members and our key partners and customers. This policy establishes the aspirations, guidelines and standards for our staff and contractors.

WSAC staff and contractors are periodically engaged in work activities and events, i.e., conference planning, audit review, legislative session, that restricts their ability to provide prompt, timely, and responsive communication. During these times, WSAC staff and contractors, will work to respond to WSAC members within a reasonable timeframe.

Outstanding member service is assuring WSAC members, WSAC affiliate members, and our key partners and customers are satisfied and that questions, concerns, and issues are thoroughly answered and/or resolved, while communicating and adhering to WSAC policies and procedures.

It is critical to our organizational success that WSAC staff and contractors use language that our WSAC members, WSAC affiliate members, and our key partners and customers understand. Whether communicating internally within our organization or externally, we need to use messages and language that is understood, relevant and concise.

WSAC Executive Director is charged with monitoring performance associated with this policy and provide direction and training, as appropriate, to improve service.

This policy does not address in any way the manner in which to respond to confidential, legal, or public records requests. In each of those cases, WSAC Board of Directors has adopted separate policy or shall be reviewed on a case by case basis by WSAC General Counsel or outside legal counsel.

WSAC Members, Affiliates and Key Partners should receive the following service –

- Whenever possible, provide response within the timeframe sought.
- Be responded to within one business day acknowledging their communication and providing a timeframe for further response if required.

- Be treated with unfailing courtesy, respect, honesty and professionalism.
- Staff and contractors that know and understand their job so they are prepared to provide answers or know where to research for an answer if they do not have an immediate response.
- Staff and contractors that take the extra step when providing assistance.
- To be greeted in a friendly, open manner.
- Receive timely, complete, accurate, clear, concise, and understandable information.
- A genuine demonstration of interest regarding their question, interest, and need.
- Staff and contractors that actively listens to their request/questions. WSAC Staff will ask for clarification if necessary, and provide complete, knowledgeable, accurate information regarding their inquiry.
- Staff and contractors that make extraordinary effort to provide information, as appropriate, and provide referrals to other outside agencies/organizations when appropriate.
- Have problems and issues addressed promptly and resolved to the best of our ability.
- Be able to readily access the staff and contractors via phone, email, texting or in person.

Telephone

WSAC shall assure each staff and contractor has access to current communication technology for office and cellular phones. Each WSAC staff and contractor shall assure that their direct office phone and cellular phone numbers are readily accessible via WSAC website, business cards and other published documents and directories. WSAC staff and contractors shall be guided by the following telephone policy parameters:

- Calls will be answered in a prompt, professional and courteous manner.
- To the degree to which technology permits, answering the telephone is every employee's responsibility.
- Callers who attempt to call a direct office line should generally be able to reach a live person during normal business hours if the person they are calling is unavailable.
- When answering a call WSAC staff and contractors shall:
 - Take time to discern and understand the nature of request before transferring a call;
 - Ask the caller questions to find out his or her concerns. Do not needlessly transfer the person because you did not listen to his/her question or problem;
 - If you have determined you are not the person they should talk to inform caller to whom they are being transferred; and
 - Ask the caller if they would like the direct telephone number of the person to whom they being transferred.

When answering the general WSAC telephone line:

- "Washington State Association Counties, this is Jane Doe, may I help You?"

- *"Good Morning. Washington State Association of Counties, Jane Doe speaking. May I help you?"*
- *"Hello. Washington State Association of Counties. May I help you?"*
- *"Good Morning. Washington State Association of Counties. May I help you?"*
- *"Good Morning, Washington State Association of Counties"*

When answering direct individual office line or cell phone line:

- *"Hello. This is Jane Doe. May I help you?"*
- *"This is Jane Doe, may I help you?"*

Voicemail

Voicemail is an outstanding tool when used appropriately and can be a very effective and efficient manner to communicate and deliver information. WSAC staff and contractors shall be guided by the following voicemail policy parameters:

- Voicemail greetings should be kept current. It is each staff member's responsibility to check their messages and to change their greeting to reflect their schedule.
- Each employee's voice mailbox, attached to both their office and cell phone, should be checked frequently for messages and never fill up.
- As a general rule, callers should receive acknowledgement of their voicemail messages when staff returns to their desk, but no later than 24 hours on regular business days.
- It is recognized that WSAC staff and contractors are periodically engaged in work activities and events, i.e., conference planning, audit review, legislative session, that restricts their ability to provide prompt, timely, and responsive communication. During these times, WSAC staff and contractors will work to respond to WSAC members within a reasonable timeframe.
- If the caller's message requires a lengthy follow-up needing more time to reply, it is suggested to either place a short phone call, email, or text to the caller to inform them that you have received the message and will call back to talk more fully later.
- Anytime a WSAC staff member or contractor is not accessing their voicemail (because of either work or leave) within 24 hours, they shall use a personalized extended absence greeting to provide the caller the following information:
 - The period of time you are away from the office/desk, with a clear statement of when you will return to reply;
 - If there is an alternate phone number that you can be reached at – if possible;
 - If there is another contact to assist in case of the need for immediate assistance while you are away;
 - If you are, or are not checking voice mail during your absence;
 - Instructions to press "0" if the caller needs immediate assistance.

- Staff and contractors shall assure their Outlook calendar is up to date and that you let other staff members know when you will be out of the office, especially for extended periods of time. This will prevent staff members from unnecessarily transferring a caller to your voice mail.

Electronic Mail (e-mail)***DOES NOT INCLUDE PUBLIC RECORDS REQUESTS***

The use of electronic mail (email) is fundamental to successful organizational operations and is one of the most useful tools to disseminate information and communicate with WSAC members, affiliates, partner organizations and peers.

Communication via WSAC e-mail system shall be conducted in a professional and appropriate manner in addition to being cognizant and respectful of the public records environment. Nothing shall be put in an e-mail message that would be viewed as offensive or inappropriate for the business environment. All information contained in an e-mail message has the potential to be considered public information.

WSAC staff and contractors shall be guided by the following electronic mail policy parameters:

- Frequently check their electronic mailboxes for messages.
- Always read their e-mail messages very carefully and respond in a timely manner as provided for herein. If an immediate answer and/or it may require a lengthier follow-up than normal, acknowledge receipt of the e-mail message, but note that more time is needed to research and respond.
- Emails that request information or require response should be returned in a timely manner. As a general rule, emails should be returned within 24 hours.
- Forward emails as appropriate. If the e-mail message requires a response from someone else, acknowledge that you have received the e-mail message and note that you are going to forward it to the appropriate person who should handle the request. Include the person's name and e-mail address in your e-mail response.
- Always include a closing sentence in your e-mail message, giving them options to contact you if he or she needs additional assistance.
- WSAC email shall not be used for:
 - Private commercial purposes;
 - Excessive personal use as defined by interfering with the proper performance of that person's duties;
 - Harassment or bullying;
 - Intentional propagation of viruses;
 - Disrupting or damaging other systems by carrying out acts of a malicious or disruptive manner.
- It is expected and acknowledged that WSAC email will be used for both formal and informal communication to WSAC members, affiliates, partners and others.

- Formal email communications shall be formatted and written in a professional manner. The content of such an email should be the same standard as a letter and/or memorandum and:
 - Attention shall be paid to provide complete, clear, and concise information with the option to use e-mail or call if there are additional questions;
 - A salutation and a complimentary closing should always be used when writing or responding to such email inquiries.
 - Always check for spelling, punctuation, and formatting errors prior to sending the e-mail message.
 - Care should also be taken to ensure that all responses provide the appropriate information to the recipient by checking for consistency and accuracy.
- Try and minimize the size of emails.
- Be careful when sending emails containing personal or confidential information. Check the recipient's name, especially if there is more than one person with the same name.
- In general, avoid sending sensitive information in an email
- Try to minimize the use of graphics, different fonts, formats stored within a document when sending it as an attachment to an email.
- Do not open attachments from unknown sources.
- You should endeavor to ensure that personal email cannot be interpreted as official WSAC correspondence.
- Be careful when using humor or sarcasm within a message as this can be easily misinterpreted.
- As a professional courtesy, the addressing personnel will "Reply to All" when responding to all emails.
- When "group" emails are being sent from WSAC staff or contractors, it is professional courtesy to send these to "bcc" group lists while acknowledging within the body or greeting of the email what group the email was sent to. i.e., Clerks of the Boards/Councils, County Engineers, etc.
- Anytime a WSAC staff member or contractor is away from their desk (for work or leave) and are unable or not checking email within 24 hours, they shall use an automatic out-of-office reply that provides the following information:
 - The period of time you are away from the office/desk, with a clear statement of when you will return to reply;
 - If there is an alternate manner you may be contacted – if possible;
 - If there is another WSAC contact to assist you in case of the need for immediate assistance while you are away with contact names and their email addresses and phone numbers of the persons they may contact during your absence;

- If you are, or are not checking email, or infrequently checking, your email during your absence;
- WSAC emails that are directed at external contacts shall contain a signature block including the following:
 - Name
 - Title
 - Washington State Association of Counties
 - WSAC Affiliate if applicable
 - Mailing address
 - Direct Office Phone Number
 - Cellular Phone Number
 - WSAC and/ where applicable Affiliate Web Address

Staff Name

Title

Washington State Association of Counties

WSAC Affiliate if applicable

206 Tenth Ave SE | Olympia, WA 98501-1311

D. [XXX-XXX-XXX](#) | C. [XXX-XXX-XXXX](#)

"To help improve counties' capacity to serve their citizens."

Join the conversation:



ejohnson@wacounties.org

www.wacounties.org

WSAC Affiliate Web Address as appropriate

This e-mail may be considered subject to the Public Records Act and as such may be disclosed by WSAC to a third-party requestor

- Signature box or salutations shall not include any quotes, messages, personal sayings, etc.

Written Correspondence - Includes Letters and Memoranda

DOES NOT INCLUDE PUBLIC RECORDS REQUESTS

While less, and less frequent, there are still times when a formal written response via letter or memoranda is appropriate, necessary and effective manner to communicate. When such occurs, the following policy parameters are in place:

- A written letter provides a timely response to their request or an interim communication explaining the delay. A timely response for letters is within five business days.

- Information regarding their inquiries is complete and accurate.
- Communication in the form of a letter or memorandum shall be written in a professional and courteous manner.
- The written response to internal or external correspondence shall be clear, concise, and informative.
- Letters and memoranda should be written in a professional format consistent with WSAC Stylus Guide.
- Letter should include the following:
 - Date
 - Recipient's complete name and address
 - Salutation
 - The response in the body of the letter
 - The complimentary closing
 - Typed signature
 - Writer and typist (PB:vl) if applicable
 - "enclosure" or "attachment" notation
 - "copy - cc:" notation (if applicable)
 - The final paragraph of the letter should include a person's name and telephone number to call if additional information is needed or if the recipient has more questions.
- Memoranda should include the following:
 - Date,
 - Recipient's name
 - Sender's name
 - Subject in the heading
 - Response in the body of the memorandum.
- Letters and memoranda should be proofread carefully, not only for spelling and punctuation, but also for consistency and accuracy.
- Letters and Memoranda on letterhead.

Each letter and Memoranda should include a contact phone number and e-mail address, if appropriate.

IX AFFILIATE FINANCIAL MONITORING POLICY

ORIGINAL ADOPTION: November 15, 2016	BOARD APPROVED REVISION: N/A
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Purpose

The purpose of this policy is to establish clear financial management, stewardship, and fiduciary responsibilities for WSAC affiliate members.

- The Affiliate Board of Directors expects compliance with a general business code of conduct that includes:
 - Prohibiting the use of organization assets and resources for personal use;
 - Maintaining complete and accurate accounting records;
 - Complying with all applicable laws & regulations; and
 - Reporting concerns and code violations
- Each WSAC Affiliate should engage in a top down approach to internal controls with a hands on approach to oversight of the organizations financial activities. Internal controls should be implemented and monitored on a regular basis to ensure they are being followed.
 - A budget should be developed, reviewed and adopted by the Affiliate's Board of Directors and used as a tool to track the financial activity of the organization not less than quarterly.
 - Bank statements should be sent to a designated Board Member who is not responsible for bookkeeping and compared to actual financial activity.
 - The signor on the Affiliate's bank account should not include the person in charge of bookkeeping.
 - Financial reports should be produced directly from an accounting system (i.e. not excel) on a quarterly basis and reviewed by the Affiliate Board or designated member of the Affiliate Board.
- Financial records maintained by the Affiliate should be monitored by the Affiliate's Board of Directors to include:
 - All Deposits posted should include a full accounting of each deposit to include copies of checks being deposited as well as a receipt showing the amount deposited.
 - All payments made should include full accounting and documentation for the expense including an independent approval and signature of the payment.
 - All dues should be assessed and tracked on a timely basis and accounts receivable should be reviewed and followed up on a regular basis.
 - All payments of obligations should be processed on a timely basis.
 - An independent review of the accounts of the Affiliate should be obtained at a minimum on a bi-annual basis.



- State & federal organizational status should be obtained and maintained by filing reports when due including the federal annual informational tax return and the Secretary of State Non-Profit annual filing.



Resolution # 2019-09

WHEREAS, The Washington State Association of Counties' Board of Directors is charged with adopting and maintaining the WSAC Comprehensive Policy Manual, and

WHEREAS, The Washington State Association of Counties' Board of Directors acknowledges its responsibility to periodically modify and amend WSAC Comprehensive Policy Manual; and

WHEREAS, WSAC Staff recommends the following amendments to the WSAC Comprehensive Policy Manual:

- Section 1, Personnel. Amends Section 1, Part 3 – Hours of Work

Adds Infant at Work Program

- Section II, Members. Amends Part 12 – Interim Integrated Strategic Legislative Advocacy, Communication, and Legal Activities Program Policy

Makes technical corrections and policy updates, refinement, and alignment with operational practices.

WHEREAS, the WSAC Board of Directors has reviewed and discussed the merits of these proposed amendments;

NOW THEREFORE, BE IT RESOLVED that the Washington State Association of Counties' Board of Directors approves the amendments as proposed (attached) to the WSAC Comprehensive Policy Manual:

- Section 1, Personnel. Amends Section 1, Part 3 – Hours of Work

Adds Infant at Work Program

- Section II, Members. Amends Part 12 – Interim Integrated Strategic Legislative Advocacy, Communication, and Legal Activities Program Policy

Makes technical corrections and policy updates, refinement, and alignment with operational practices.

Approved by the Board of Directors of the Washington State Association of Counties on May 8, 2019.

Scott Hutsell, WSAC President

Michael Largent, WSAC Second Vice President

May 8, 2019

TO: WSAC Board of Directors

FROM: Eric Johnson, Executive Director

PREPARED BY: Derek Anderson, Director, Member Services and Communications

SUBJECT: Cooperative Purchasing – U.S. Communities Update

At the WSAC Board of Director's meeting on January 31, 2019, the board received an update on WSAC's partnership with U.S. Communities and its activities in 2018 under a yearlong pilot project which focused on new goals for the program. The first quarter of 2018 began strong however, by the end of the year, quarterly sales saw a startling drop as outlined below:

Quarter	Quarter Sales	Quarter Sales Prior Year	YoY Growth	YoY Growth %
2018 Q4	\$731,456	\$6,536,699	(\$5,805,242)	-88.81%
2018 Q3	\$2,874,110	\$3,148,488	(\$274,378)	-8.71%
2018 Q2	\$4,347,993	\$4,695,858	(\$347,865)	-7.41%
2018 Q1	\$6,608,178	\$5,430,485	\$1,177,693	21.69%

WSAC learned in late January 2019 that a number of counties and cities were reporting that they could no longer use cooperative purchasing and/or "piggybacking" based on guidance from the State Auditor's Office (SAO). On Thursday, March 28, WSAC, AWC, SAO, and Omnia Partners staff met to better understand the concerns of the SAO and identify ways to clear up confusion. During this meeting, it became clear that the underlying issue was how the law is currently interpreted by the SAO. Since this meeting, WSAC, AWC, and Omnia Partners have been working on a joint letter to the SAO requesting further review of this interpretation by their legal counsel.

While this conflicting guidance from the State Auditor's Office has impacted large purchases using U.S. Communities contracts, smaller purchases such as office supplies are still being made. Because of this, WSAC and AWC have partnered together to produce a webinar on the benefits of Amazon Business to save money. This webinar will be made available on the WSAC website on Monday, May 13.

Any counties looking for additional information the current SAO guidance can contact WSAC Communications & Member Services Director, Derek Anderson at danderson@wsac.org. For more information about purchasing, please contact our Omnia Partners representative:

Shelley Andrews
Regional Manager – Northwest
shelley.andrews@omniapartners.com
 (509) 998-1503
www.uscommunities.org

May 8, 2019

TO: WSAC Board of Directors

FROM: Eric Johnson, Executive Director

PREPARED BY: Derek Anderson, Director, Member Services and Communications

SUBJECT: WSAC Business Partner Update: Nationwide Retirement Solutions

Program Overview:

The National Association of Counties (NACo), in partnership with Nationwide Retirement Solutions (NRS), and The Washington State Association of Counties (WSAC), provides county employees with a Section 457 Deferred Compensation Program. Since its inception in 1980, NACo's Deferred Compensation Program has grown to become the largest supplemental retirement income program available to county employees. More than 380,000 county employees from more than 3,100 county agencies currently participate in the Program, with accumulated assets of more than \$19.2 billion.

Employee Benefits

- Helps public employees save for their future at no cost to their employer.
- Enables public employees to reduce current taxes.
- Institutes a systematic savings program for public employees.
- Automatic contribution deductions make it easy for employees to save.
- Contributions grow on a tax-deferred basis.
- Employees are 100% vested in their accounts.

Employer Benefits

- Helps employers to recruit and retain high-caliber personnel.
- Usually less expensive to maintain than defined benefit plans.
- Flexibility in program design.

Counties Under Review in 2019

- Pierce County
- Snohomish County

Program Contact:

Kristopher Morton
Program Director
k.morton@nationwide.com
(614) 398-7184
www.nrsforu.com

May 8, 2019



STAFF REPORTS

May 8, 2019

TO: WSAC Board of Directors

FROM: Eric Johnson, Executive Director

SUBJECT: Executive Director Report

Strategic Legal Activities and Communication Program

Spokane County

- Sent request to the Attorney General to “Investigate and Institute Legal Proceedings on the Unconstitutionality of Senate House Bill 2887”. Attorney General declined this request.
- Filed complaint for Summary Judgment in Spokane County Superior Court on February 26, 2019, that the imposition of differing systems of government violates the Constitution’s uniformity requirements. Const. art. XI, §§ 4, 5; art. II, § 28.
- Plaintiffs are Washington State Association of Counties, Spokane County, Al French and John Roskelley (former Spokane County Commissioner)
- Communication plan coincided with filing complaint:
 - Spokane County contract lobbyist Mike Burgess and Eric Johnson met with most Spokane area Legislators
 - Eric Johnson, President Hutsell, and Spokane County Commissioner Kuney met with local media
- State’s Answer, received March 11th
- WSAC Motion for Summary Judgment submitted April 26th
- State Response due May 13th
- WSAC Response due May 20th
- Hearing in front of Spokane County Superior Court Judge Maryann Moreno set for Friday, May 31st

Unfunded Mandate

- Work on complaint that Senate Bill 5472 (Ballot Drop Box Bill) is a violation of RCW 43.135.060, Prohibition of new or extended programs without full reimbursement.
- Gary Rowe (WSAC Contractor) worked with County Auditors/Election Managers from all 39 counties regarding Ballot Drop Box installation costs, operation costs, claims filed. Cross checked with data from the Secretary of State’s Office.
- Facilitated meeting with WSAC leadership and Washington State Association of County Auditors leadership to discuss pending litigation.
- Have initiated final drafting on complaint. Have secured County Auditors/Prosecutors to review complaint.
- WSAC Board/LSC briefing on May 8th.
- Intend on filing shortly thereafter - likely early June.
- Will brief WSACA on June 10th.

Indigent Defense

- Pacifica Law Group will prepare on WSACs’ behalf an Amicus Curiae Brief - Grays Harbor County - *Davidson v. State*, No. 96766-1 - Whether the State of Washington or the Washington State Office of Public Defense has an actionable duty to cure claimed systemic and significant deficiencies in a county’s provision of indigent defense services to juveniles charged with criminal offenses.

- This case, a class action case brought by the ACLU, could provide the basis for further redefining the scope of our litigation regarding the State's constitutional duties to fund indigent defense.

Attorney General Opinion

- Pacifica Law Group developed analysis of AGO Opinion 1985-01 (as well as other AGOs spanning a period of 1965-1987) which opines that a sitting county commissioner (council member) cannot be appointed to a vacancy in the legislature.
- Pacifica Law Group analysis found that, "under the Washington State Constitution and state law, a sitting county commissioner or councilmember should be eligible to be appointed to a vacant state legislative position."
- February 22nd – WSAC Legal Committee reviewed the Pacifica Law Group legal analysis and agreed to reach out to Skagit County Prosecuting Attorney Rich Wyrich asking him to seek a new AGO on the issue.
- Both San Juan County Prosecuting Attorney Randy Gaylord and Whatcom County Prosecuting Attorney Eric Richey sought an AGO.
- AGO accepted Prosecutor Richey's request - <https://www.atg.wa.gov/pending-attorney-generals-opinions#richey>.
- Pacifica Law Group will update original analysis and submit to the Office of the Attorney General on behalf of WSAC.

Amicus Briefs

- Reported on Separately

National Association of Counties (NACo)

Legislative Conference – At the NACo Legislative Conference, March 2 - March 6, 2019, in Washington, DC, we had one of our largest contingents of county officials from the state of Washington to attend a National Association of Counties' (NACo) Legislative Conference.

WSAC President Scott Hutsell, WSAC 1st Vice President Rob Gelder and other WSAC county elected officials, also took time to meet with members and staff of Washington State's Congressional Delegation to review WSAC Federal Priorities and other issues important to Washington's 39 Counties.

Klickitat County Commissioner David Sauter introduced Representative Derek Kilmer and Representative Cathy McMorris Rogers during a rally and press conference with a bipartisan group of congressional leaders to underscore support for two key public lands programs: Secure Rural Schools and Payments in Lieu of Taxes. Watch the press conference here: <https://www.naco.org/resources/video/press-conference-pilt-and-secure-rural-schools>

Western Interstate Region (WIR) – This year's NACo WIR Conference is in Spokane County, May 15-17. Please visit <https://www.naco.org/events/2019-wir-conference> for more information. To date, we have just over 40 Washington State County elected and appointed officials attending. WSAC is working with Spokane County on this event and recognize the great work that Spokane Commissioners and staff have been doing, in particular Jared Webley with the Commissioner's office staff.

NACo Annual Meeting – This year's NACo Annual Conference and Exposition is set for July 12 – 15, 2018, Clark County, Nevada. Please check out the NACo website for more information: <https://www.naco.org/events/nacos-84th-annual-conference-exposition>

NACo Steering Committees – Currently, there are nearly 25 Washington State elected and appointed county officials serving on NACo Steering Committees and Caucuses'. If you would like to join a NACo Steering Committee or Caucus, please contact me.

Steering Committees follow the 8/2 rule – only 8 members from the same state and 2 from the same county may serve on any one steering committee at a time – presidential appointments do not count toward that total.

WSAC will be distributing additional information to WSAC members regarding membership on NACo Steering Committees. Applications are due back to the WSAC office by June 15th.

NACo Presidential Appointments – the **Presidential Appointment Application** is now open – click on this link: [Presidential Appointment Application](#). You should have received an email directly from NACo on this. This is for all chairs, vice chairs, subcommittee chairs and vice chairs. It also includes membership on standing committees (Membership, Programs & Services, IT, etc.), Caucuses (LUCC and RAC), ad hoc, task force and advisory committees (Veterans and Military Services, International Economic Development Task Force, Immigration Reform Task Force, Healthy Counties, Resilient Counties, Deferred Compensation, etc.). For any of these appointments individuals should apply using the online form:

The deadline is May 31, 2019. *This does not include membership on NACo steering committees (See Above).*

Foundational Public Health Services

I continue to participate on the Foundational Public Health Services (FPHS) Steering Committee, as I have since its inception. I will work to provide your input and guidance on program implementation and fund distribution. Steering Committee members is largely comprised of representatives of Local Public Health Officials, State Department of Health, State Board of Health, and Tribal representatives.

Complete Count Committee

I serve on the Washington State Complete Count Committee (CCC), chaired by former Governor Gary Locke and serve on the Local Government Subcommittee. In addition to providing input to OFM, my major role will be assisting in disseminating and gathering information to and from Counties and assisting in establishing local Complete Count Committees (CCC). These local CCC will likely be volunteer committees established by tribal, state, and local governments and community leaders or organizations to increase awareness and motivate residents to respond to the 2020 Census. CCCs serve as state and local “census ambassador” groups that play an integral part in ensuring a complete and accurate count of the community in the 2020 Census. Success of the census depends on community involvement at every level. This census will largely be conducted via the internet.

Forest and Fish Leadership Meetings

Washington State Counties have been an active participant in forest and fish policy for nearly three decades. Commissioner of Public Lands Hilary Franz is convening the leaders of the key groups that are part of this collaborative process - environmental community, timber companies, tribal nations, Department of Natural Resources, counties, and a few others for a five day dialogue June 13-17.

I am in conversation with Counties’ Forest Practices Board Representative, Skagit County Commissioner Lisa Janicki, about potential participation. I will continue to play an active leadership role on behalf of Counties along with Commissioner Janicki, Commissioner Peach, Commissioner Lannen, Scott Swanson, Paul Jewell and others.

Washington Department of Fish and Wildlife – Budget and Policy Advisory Group

I continue to serve on the WDFW Budget and Policy Advisory Group to advise the WDFW Director on broad budget and policy issues including “a plan for balancing projected revenue and expenditures and improving efficiency and effectiveness of agency operations”.

Governor’s Office – Local Government Meetings

In partnership with the Association of Washington Cities and Washington Public Ports Association, WSAC is having regular meetings with Governor’s top staff to discuss the need for greater coordination on major public policy initiatives such as:

- Behavioral Health
- Fish Passage Barrier Removal
- Infrastructure Funding
- Climate Change Policy

These meetings have included Chief of Staff David Postman, Policy Director Keith Phillips, Drew Shirk, Executive Director, Legislative Affairs, and others.

Outreach

Since the February WSAC Board of Directors meeting, WSAC staff continues outreach meetings with key partner organizations and individuals.

Washington Association of Prosecuting Attorneys
Washington Forest Protection Association
Washington County Administrative Association
Association of County/City Information Services
Washington Association of Clerks of the Boards/Councils
Association of County Human Services
Washington State Association of Local Public Health Officials
Columbia River Commissioners Policy Advisory Group
Coastal Counties Caucus
Washington State Association of County Engineers
Washington Counties Risk Pool
Washington County Insurance Fund
Washington State Association of Solid Waste Managers
Washington State Association of County Auditors
Washington Farm Forestry Association
Congressional Delegation Members
Foundational Public Health Services Steering Committee
Washington State Conservation Commission
Department of Commerce
Association of Washington Business
Washington Environmental Council
Washington Farm Forestry Association

Executive Board

The WSAC Executive Board is scheduled to meet August 13th – 16th for its annual WSAC Executive Committee Planning Meeting. This process will be to review WSAC programs and develop a preliminary 2020 Annual WSAC Budget for presentation to the WSAC Board of Directors, September 20, 2019.

Compensation Study

I have had initial meeting/conference call with Lori Messer with “Gallagher’s Human Resources & Compensation Consulting Practice” who is performing the WSAC Compensation Study. I have also gathered and transmitted information to Gallagher -

- Provided Budget and Organizational Chart
- Provided Current Position Descriptions
- Provided Past Salary Survey Work from 2015
- Idaho Association of Counties Salary Study work

Total cost is \$32,500. WSAC will pay \$25,270 and WACO will pay \$7,230.

Goal to have available for WSAC Executive Committee Meeting in August for review and consideration.

Board Briefs

Throughout my time as Executive Director, I have conducted regular conference calls with the WSAC Executive Committee. These calls, currently the 2nd and 4th Tuesday of the month, give me a chance to keep Executive Committee members up to date on Association business and activities. Occasionally, they will take some action that might be delegated to them, but for the most part, it is an update and information sharing call.

I'm considering developing a "Board Briefs" email where at least once a month, I will update WSAC Board members on key issues related to Association operations and activities. If you have any thoughts on frequency and content, I would appreciate it.

Courthouse Briefings and County Meetings

WSAC staff and officers will soon start our work with Clerks of the Boards/Councils to set up meetings between Board of County Commissioners/County Councils and WSAC officers. Our target is to get to 50% of the counties each year. The general meeting format for this year is:

- Strategic Litigation and Communication Program Update
- Legislative Report
- WSAC Update
- County Issues

Ramblings – Comings and Goings

- Ruckelshaus Center
 - Advisory Board
 - GMA – Road Map to the Future
- National Council of County Association Executives – Executive Committee
- WSAC Executive Committee Calls and Communication
- AWC, AWB, WSAC, WPPA Infrastructure Report 2019 Update
- AWB, AWC, WSAC – Housing Event – July 8th
- Finalized March 2019 UPDATE – AWB, WSAC, AWC, WPPA Report: *Building the Economy: Infrastructure Needs in Washington*; Rolled out on April 30th
- WSACE – Transportation Study Money Plan – Fish Passage Barrier Coordination; Jane, Eric and Neil planning 2019-2021 Plan
- Fish Passage Barrier Removal Coalition Building
- WSACE Strategic Planning Process
- Cooperative Purchasing Program Challenges – State Auditor, AWC
- Sponsoring Pre-Trial Reform Summit? Sponsor with Superior Court Judges Association?
- WIR Conference – Supporting speaker recruitments and arrangements, Secretary of State Wyman and Secretary of Transportation Millar. Worked on trying to secure Measles Outbreak speaker.
- Public Records Request – Brightwire
- Public Inquiry – Purchase of Socks for National County Government Month
- Friday Five
- Conferences
 - WSACA – Finance – Walla Walla County
 - WCAA – Chelan County
 - ACCIS – Benton County
 - WSCAE – Whatcom County
 - Clerks of the Boards/Councils – Columbia County
 - WSALPHO – Chelan County
 - Solid Waste – Kittitas County
 - WSACA – Elections – King County
- Working on National County Government Week Activities
- Prosser Middle School County Wagon Float Parade – Friday, April 19th – Thank you to County Elected and Appointed Officials that attended!!!
- Worked with Pierce County Auditor Julie Anderson (also WSACA Legislative Chair) on an Op-Ed for Fair Share Election Funding. Here are a few of examples -
 - http://www.ifiberone.com/columbia_basin/opinion-washington-state-legislature-refusing-to-pay-its-fair-share/article_8dcec10c-625b-11e9-9ace-4fe236c687d1.html

- <https://www.heraldnet.com/opinion/commentary-state-expects-counties-to-pick-up-election-tab/>
- https://tdn.com/news/local/county-auditor-joins-effort-to-get-legislature-to-pay-for/article_d8861dd0-d6c5-571c-ac62-4f9c62463088.html
- <https://qypr.com/state-should-pay-its-fair-share-in-election-funding-column/>
- <http://editions.lib.umn.edu/electionacademy/2019/04/26/pay-me-washington-counties-ask-state-to-cover-fair-share-of-election-costs/>
- <https://www.ferndalerecord.com/state-needs-to-pay-fair-share-of-election-costs/>
- <https://www.tri-cityherald.com/opinion/opn-columns-blogs/article229766084.html>

Legacy Washington

Legacy Washington project is overseen by the Washington State Secretary of State and documents extraordinary stories in Washington history. This collaborative venture, spearheaded by Secretary of State Kim Wyman, relies on original sources at the Washington State Library, the Washington State Archives and heritage organizations across the state. The work of Legacy Washington can be found in libraries around the country and museums of Washington.

WSAC sponsored its second Legacy Washington project this year, *1968: The Year That Rocked Washington*. <https://www.sos.wa.gov/legacy/sixty-eight/>. This project recognizes the work of two county elected officials, former Thurston County Commissioner Karen Fraser and current King County Councilmember Larry Gossett.

WSAC had earlier sponsored *John Spellman: Politics Never Broke his Heart*. Governor Spellman was the only County Commissioner to become Governor. Subsequently two County Executives (Governor Gardner and Governor Locke) were elected Governor.

Our contribution has helped to support the publication of books, classroom materials, and travelling exhibits.

WSAC Membership

Following the passing of Walla Walla County Commissioner Jim Duncan's unexpected death, the Walla Walla Board of County Commissioners appointed former County Commissioner Greg Tompkins.

Ryan Rundell was appointed by the Columbia County Commissioners to replace Norm Passmore who resigned. Welcome Commissioner Rundell to county service!!!

WSAC President Hutsell appointed Grant County Commissioner Richard Stevens as Eastern District Alternate to the WSAC Board of Directors, with the consent of the Executive Committee.

The National Association of County Engineers honored Pierce County Engineer Brian Stacy, PE, as the Urban County Engineer of the Year for 2019 in Wichita, Kansas on April 17, 2019. Brian is also Chair of the Washington State County Road Administration Board.

WSAC Staff

After more than a decade at WSAC, Karlyn Shannon accepted a position with Tacoma Public Schools and departed WSAC on February 28, 2019. She did an outstanding job as our Finance and Administration Director for over a decade. She was responsible for an array of business, operations, administration, human resources, finance, and fiscal functions for WSAC. Ranging from overseeing our budget, accounts payable and receivable, Washington Counties Building, employee benefit programs, contract management, internal controls, and audit. WSAC has continued to contract with Karlyn during our recruitment and transition phase.

Please join me in thanking Karlyn for her service to WSAC, our members, our affiliates, our partner organizations, and our staff.

Bridget Lockling joined the WSAC Staff on May 6, 2019, as Director of Finance and Administration. Ms. Lockling has a great set of skills in –

- All levels of accounting, budgeting, and financial management
- Financial reports, tax statements and audits
- Implementing internal controls and efficiencies
- Managing human resource functions, payroll, benefits, and personnel policies

Ms. Lockling brings to WSAC a unique blend of experience in working with quasi-public agencies, boards, and elected officials. Bridget's experience and activities include:

- Director of Finance and Administrative Services, Pacific Mountain Workforce Development Council
- Finance Manager, South Central Workforce Development Council
- Bachelor of Science, Administrative Management Information Technology; Specialization in Office Management, Central Washington University
- Leadership Thurston County
- Member, Washington Finance Officer Association
- Abila MIP Accounting System

Please join me in welcoming Bridget to WSAC and into the "County Family." If you have any questions, please do not hesitate to contact me.

Jane Wall is anticipated to be on maternity leave for 3 months – approximately May 10 – August 10. Staff has put in place temporary assignments during her leave. If you have any questions associated with county roads, transportation or public works, please feel free to contact Jason Bergquist or myself while Jane is on maternity leave.

Jason Bergquist on the WSAC team worked to secure a – WCIF Wellness Grant for \$2,800 – Lunch and Learn, healthy learning, food, group learning, equipment, etc., will all be part of our program.

May 8, 2019

TO: WSAC Board of Directors

FROM: Eric Johnson, Executive Director

PREPARED BY: Karlyn Shannon, Interim Business and Financial Services Director

SUBJECT: December 31, 2018 Finance Report

Cash

WSAC ended 2018 with a total cash position of \$749,560. This is a slightly lower level of cash than at the end of 2017. One factor is that 2017 cash levels were higher due to \$117k in past due invoices received from the Association of County Human Services.

Budget to Actual Activity

The combined All Funds Actual vs. Budget in Summary 12/31/2018 report shows a positive \$244,772 bottom line. The following variances highlight the reason for the positive bottom line in the financial report:

- Payroll and Benefits – The positive variance of \$431k in payroll and benefits is due to three unfilled staff positions:
 - Conference Support – filled in mid-September
 - Research Director – remains unfilled
 - Litigation Attorney – remains unfilled

In addition, WSAC experienced turn-over in 2018 that left four positions open anywhere from one to four months during the recruitment process.

- Contract Services – The negative contract service revenue reflects low activity with the new Department of Transportation contract. In addition, the Research Director position had been partially paid out of this contract and with the position currently empty those funds are no longer billed.

Non-Dues Revenues

Endorsement and Marketing revenues for NACo Nationwide Deferred Compensation was greater than budgeted for the special fund in 2018. This made up for the dip in US Communities and Office Depot.

Program	Budget	Actual
NACo LLC Deferred Comp	\$110,000	\$133,349
NACo US Communities	55,000	47,203
NACo Live Healthy Prescription Discount Card	3,000	3,468
NACo eConnectDirect	5,000	3,000
Liberty Mutual	5,000	6,994
Office Depot	<u>5,000</u>	<u>0</u>
	<u>\$183,000</u>	<u>\$194,014</u>

Statement of Financial Position, by Fund							
For the Current Ending Period and 3 Years Prior							
	Operating Fund	Special Fund	Litigation Fund	Total 12/31/2018	12/31/2017	12/31/2016	12/31/2015
Assets							
Cash & Cash Equivalents	\$ 7,040	\$ 535,652	\$ 206,868	\$ 749,560	\$ 851,197	\$ 646,280	\$ 502,796
Receivables & Other Current Assets	597,105	46,852	-	643,957	301,786	500,294	402,916
Property & Equipment, Net	86,944	-	-	86,944	71,125	55,850	60,978
Long-Term and Other Assets							
Counties Building Partnership	178,686	-	-	178,686	178,686	185,879	192,588
NACo RMA LLC Partnership	(744)	-	-	(744)	(744)	(743)	(706)
Total Assets	\$ 869,032	\$ 582,504	\$ 206,868	\$ 1,658,404	\$ 1,402,050	\$ 1,387,560	\$ 1,158,572
Liabilities & Unrestricted Equity							
Current Liabilities	\$ 450,988	\$ 1,054	\$ 58,063	\$ 510,105	\$ 422,212	\$ 444,440	\$ 252,185
Net Assets							
Undesignated	418,044	379,450	148,805	946,299	777,838	741,120	704,387
Board Designated	-	202,000	-	202,000	202,000	202,000	202,000
Total Net Assets	\$ 418,044	\$ 581,450	\$ 148,805	\$ 1,148,299	\$ 979,838	\$ 943,120	\$ 906,387
Total Liabilities & Unrestricted Equity	\$ 869,032	\$ 582,504	\$ 206,868	\$ 1,658,404	\$ 1,402,050	\$ 1,387,560	\$ 1,158,572

*This financial statement is produced directly from WSAC's MIP Fund Accounting Software through DrillPoint Reports.

Key factors for changes in WSAC's Assets and Equity between 2015 and 2018:

- Litigation Fund - a new fund based on the 2018 budget adopted by the members at the November 2017 General Board Member Meeting.

Actual vs. Budget in Summary							
For the Current Ending Period and 3 Years Prior							
Operating Fund	Total Budget	Budget 12/31/2018	Actual 12/31/2018	Variance (unfavorable)	12/31/2017	12/31/2016	12/31/2015
Revenue							
Dues	\$ 1,491,285	\$ 1,491,285	\$ 1,491,284	\$ (1)	\$ 1,268,294	\$ 1,327,860	\$ 1,300,304
Business Partner Fees	7,000	7,000	-	(7,000)	300	-	3,550
Special Assessments	63,336	63,336	35,000	(28,336)	216,750	73,300	-
Affiliate Assessments	527,626	527,626	591,153	63,527	636,061	434,773	424,142
Contract Services	811,740	811,740	625,293	(186,447)	600,567	575,949	445,260
Conferences and Events	159,000	159,000	136,438	(22,562)	228,431	142,460	140,248
Other Miscellaneous Revenues	1,000	1,000	4	(996)	-	14	4,712
Total Revenue	\$ 3,060,987	\$ 3,060,987	\$ 2,879,172	\$ (181,815)	\$ 2,950,403	\$ 2,554,356	\$ 2,318,216
Operating Expense							
Payroll and Benefits	\$ 1,787,314	\$ 1,787,314	\$ 1,500,345	\$ 286,969	\$ 1,568,421	\$ 1,401,401	\$ 1,302,231
Meetings, Travel and Hosting	152,100	152,100	149,894	2,206	141,609	156,916	133,888
Conferences and Events	129,000	129,000	140,191	(11,191)	168,577	123,918	105,506
Contract Services	771,292	771,292	737,132	34,160	639,420	522,544	534,431
Professional Services Other	153,550	153,550	150,420	3,130	235,869	135,932	54,066
Technology and Telecom	44,420	44,420	46,865	(2,445)	44,477	45,582	44,234
General Operating	160,550	160,550	156,666	3,884	139,951	157,821	149,215
Total Operating Expense	\$ 3,198,226	\$ 3,198,226	\$ 2,881,513	\$ 316,713	\$ 2,938,326	\$ 2,544,114	\$ 2,323,570
Changes in Net Assets	\$ (137,239)	\$ (137,239)	\$ (2,341)	\$ 134,898	\$ 12,077	\$ 10,242	\$ (5,354)

*This financial statement is produced directly from WSAC's MIP Fund Accounting Software through DrillPoint Reports.

Actual vs. Budget in Summary							
For the Current Ending Period and 3 Years Prior							
Special Fund	Total Budget	Budget 12/31/2018	Actual 12/31/2018	Variance (unfavorable)	12/31/2017	12/31/2016	12/31/2015
Revenue							
Business Partner Fees	-	-	650	650	-	-	-
Marketing and Royalties	183,000	183,000	194,014	11,014	209,651	197,787	189,674
Other Miscellaneous Revenues	500	500	-	(500)	-	1,040	-
Interest Earnings	1,000	1,000	6,116	5,116	3,350	512	493
Total Revenue	\$ 184,500	\$ 184,500	\$ 200,780	\$ 16,280	\$ 213,002	\$ 199,339	\$ 190,168
Operating Expense							
Meetings, Travel and Hosting	60,000	60,000	54,302	5,698	64,191	62,975	52,696
Conferences and Events	20,000	20,000	27,140	(7,140)	30,000	13,030	30,175
Professional Services Other	7,500	7,500	7,500	-	7,500	7,500	7,500
Technology and Telecom	3,700	3,700	4,224	(524)	842	3,282	3,640
General Operating	8,650	8,650	9,404	(754)	16,316	16,676	5,370
Total Operating Expense	\$ 99,850	\$ 99,850	\$ 102,569	\$ (2,719)	\$ 118,848	\$ 103,463	\$ 99,381
Changes in Net Assets	\$ 84,650	\$ 84,650	\$ 98,211	\$ 13,561	\$ 94,153	\$ 95,875	\$ 90,786

*This financial statement is produced directly from WSAC's MIP Fund Accounting Software through DrillPoint Reports.

Actual vs. Budget in Summary							
For the Current Ending Period and 3 Years Prior							
Litigation Fund	Total Budget	Budget 12/31/2018	Actual 12/31/2018	Variance (unfavorable)	12/31/2017	12/31/2016	12/31/2015
Revenue							
Dues	\$ 400,000	\$ 400,000	\$ 399,997	\$ (3)	\$ -	\$ -	\$ -
Total Revenue	\$ 400,000	\$ 400,000	\$ 399,997	\$ (3)	\$ -	\$ -	\$ -
Operating Expense							
Payroll and Benefits	\$ 205,831	\$ 205,831	\$ 61,106	\$ 144,726	\$ -	\$ -	\$ -
Meetings, Travel and Hosting	1,500	1,500	28,273	(26,773)	-	-	-
Conferences and Events	-	-	849	(849)	-	-	-
Professional Services Other	190,000	190,000	154,746	35,254	-	-	-
Technology and Telecom	2,000	2,000	2,397	(397)	-	-	-
General Operating	500	500	3,821	(3,321)	-	-	-
Total Operating Expense	\$ 399,831	\$ 399,831	\$ 251,192	\$ 148,639	\$ -	\$ -	\$ -
Changes in Net Assets	\$ 169	\$ 169	\$ 148,805	\$ 148,636	\$ -	\$ -	\$ -

*This financial statement is produced directly from WSAC's MIP Fund Accounting Software through DrillPoint Reports.

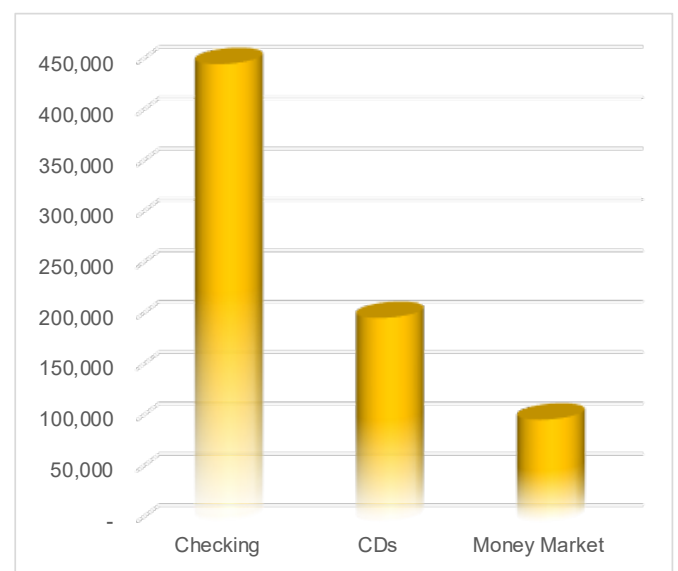
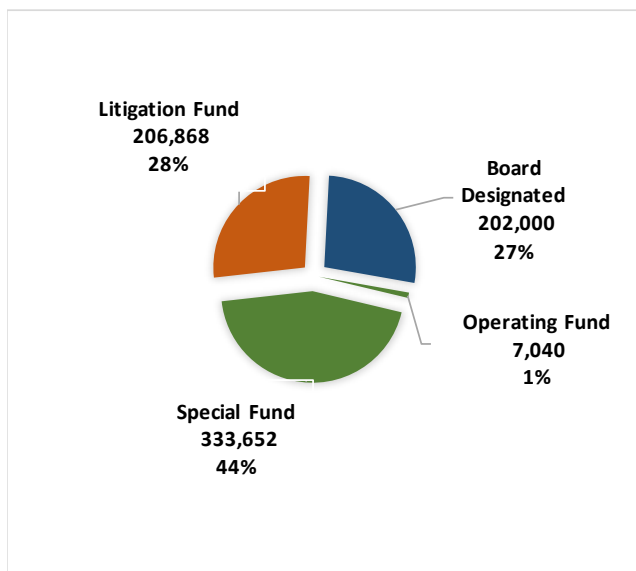
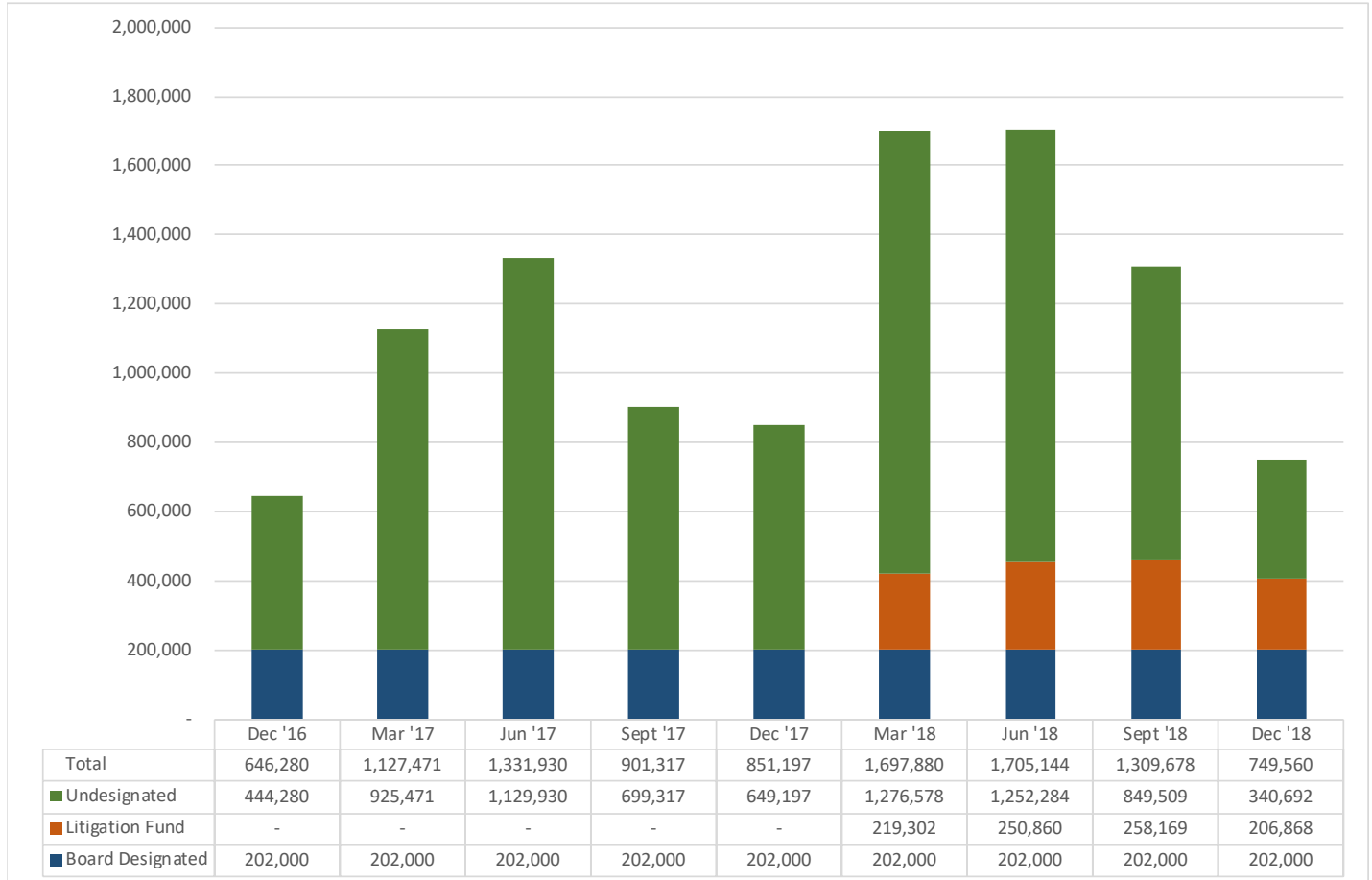
Actual vs. Budget in Summary							
For the Current Ending Period and 3 Years Prior							
All Funds	Total Budget	Budget 12/31/2018	Actual 12/31/2018	Variance (unfavorable)	12/31/2017	12/31/2016	12/31/2015
Revenue							
Dues	\$ 1,891,285	\$ 1,891,285	\$ 1,891,281	\$ (4)	\$ 1,268,294	\$ 1,327,860	\$ 1,300,304
Business Partner Fees	7,000	7,000	650	(6,350)	300	-	3,550
Special Assessments	63,336	63,336	35,000	(28,336)	216,750	73,300	-
Affiliate Assessments	527,626	527,626	591,153	63,527	636,061	434,773	424,142
Contract Services	811,740	811,740	625,293	(186,447)	600,567	575,949	445,260
Conferences and Events	159,000	159,000	136,438	(22,562)	228,431	142,460	140,248
Marketing and Royalties	183,000	183,000	194,014	11,014	209,651	197,787	189,674
Other Miscellaneous Revenues	1,500	1,500	4	(1,496)	-	1,054	4,712
Interest Earnings	1,000	1,000	6,116	5,116	3,350	512	493
Total Revenue	\$ 3,645,487	\$ 3,645,487	\$ 3,479,949	\$ (165,538)	\$ 3,163,404	\$ 2,753,695	\$ 2,508,384
Operating Expense							
Payroll and Benefits	\$ 1,993,145	\$ 1,993,145	\$ 1,561,451	\$ 431,694	\$ 1,568,421	\$ 1,401,401	\$ 1,302,231
Meetings, Travel and Hosting	213,600	213,600	232,468	(18,868)	205,801	219,892	186,584
Conferences and Events	149,000	149,000	168,181	(19,181)	198,577	136,948	135,681
Contract Services	771,292	771,292	737,132	34,160	639,420	522,544	534,431
Professional Services Other	351,050	351,050	312,666	38,384	243,369	143,432	61,566
Technology and Telecom	50,120	50,120	53,486	(3,366)	45,318	48,864	47,874
General Operating	169,700	169,700	169,891	(191)	156,267	174,496	154,585
Total Operating Expense	\$ 3,697,907	\$ 3,697,907	\$ 3,235,274	\$ 462,633	\$ 3,057,174	\$ 2,647,577	\$ 2,422,951
Changes in Net Assets	\$ (52,420)	\$ (52,420)	\$ 244,675	\$ 297,095	\$ 106,230	\$ 106,118	\$ 85,432
Dues as a % of Total Revenue	51.9%		54.3%		40.1%	48.2%	51.8%
# of Permanent Staff	15		14		12	12	13
Payroll Exp as % of Total Exp	54%		48%		51%	53%	54%
Net Income as % of Revenue	-1%		7%		3%	4%	3%

*This financial statement is produced directly from WSAC's MIP Fund Accounting Software through DrillPoint Reports.

Key factors for changes in WSAC's income and expenses between 2015 and 2018:

- Affiliate assessment revenues are based on actual expenses from the affiliates WSAC manages (recorded within Operating Expense) with a 12% overhead charge added.
- Payroll and Benefits - The drop in staff from 2015 to 2016 is not reflected in the total expense due to the 2016 COLA and salary study adjustments. In addition, 2016 included leave and/or severance payouts for 4 departing staff members.
- Professional Services Other – The 2017 increase from prior years is due to Special Assessment projects (can be found in related revenue) including a Media Campaign, Columbia River Treaty, PILT, and Coastal Counties.

Total Cash & Investment Position - All Funds
For The Quarter Ended December 31, 2018



May 8, 2019

TO: WSAC Board of Directors

FROM: Eric Johnson, Executive Director

PREPARED BY: Karlyn Shannon, Interim Business and Financial Services Director

SUBJECT: 2019 1st Quarter Finance Report

Cash

WSAC ended the 1st quarter of 2019 with a total cash position of \$2,324,464. This is an \$1.5M increase from the 2018 year-end. Most of the increase is annual dues receipts billed and paid in the first quarter of 2019. In addition, the outstanding receivables compared to 2018 at the same time was down 63%.

Liabilities

1st quarter current liabilities are usually higher this time of year due to booking deferred revenue for annual dues billed in January and not “earned” until the year progresses.

Budget to Actual Activity

The combined All Funds Actual vs. Budget Summary 2019 report shows a negative (\$40,942) bottom line. It is normal for the 1st quarter to show a negative due to heavier spending during session. The negative balance is less than projected in a quarterly budget. Variances highlighted in the financial report include:

- Payroll and Benefits – The positive variance of \$37k in payroll and benefits is due to one unfilled staff position:
 - Research Director
- Contract Services – The negative contract service revenue reflects primarily the Department of Transportation lower than budgeted activities. In addition, the Research Director position had been partially paid out of this contract and with the position currently empty those funds are no longer billed to the contract.

2019 Outstanding Dues

2019 dues collections are markedly better than this time last year. Invoices were sent out the 1st week of January. More familiarity by the counties with the new litigation and solid waste billings as well as staff efforts by both Policy and Finance, outstanding invoices turned around quickly. Current tracking information is as follows:

Dues

General Dues – 98% collected (1 county remaining)
Transportation Dues – 98% collected (1 county remaining)
Public Lands Dues – 100% collected
Human Services Dues – 100% collected
Litigation & Communication Dues – 100% collected
Solid Waste Dues – 93% (3 counties remaining)

Special Assessments

Coastal Counties Special Assessment – 93% collected (1 county remaining)

Statement of Financial Position, by Fund							
For the Current Ending Period and 3 Years Prior							
	Operating Fund	Special Fund	Litigation Fund	Total 3/31/2019	12/31/2018	12/31/2017	12/31/2016
Assets							
Cash & Cash Equivalents	\$ 1,260,783	\$ 568,677	\$ 495,004	\$ 2,324,464	\$ 749,560	\$ 851,197	\$ 646,280
Receivables & Other Current Assets	284,403	40,450	3,015	327,868	643,957	301,786	500,294
Property & Equipment, Net	86,944	-	-	86,944	86,944	71,125	55,850
Long-Term and Other Assets							
Counties Building Partnership	178,686	-	-	178,686	178,686	178,686	185,879
NACo RMA LLC Partnership	(744)	-	-	(744)	(744)	(744)	(743)
Total Assets	\$ 1,810,072	\$ 609,127	\$ 498,019	\$ 2,917,218	\$ 1,658,404	\$ 1,402,050	\$ 1,387,560
Liabilities & Unrestricted Equity							
Current Liabilities	\$ 1,468,805	\$ 7,497	\$ 355,698	\$ 1,831,999	\$ 510,105	\$ 422,212	\$ 444,440
Net Assets							
Undesignated	341,267	399,630	142,322	883,219	946,299	777,838	741,120
Board Designated	-	202,000	-	202,000	202,000	202,000	202,000
Total Net Assets	\$ 341,267	\$ 601,630	\$ 142,322	\$ 1,085,219	\$ 1,148,299	\$ 979,838	\$ 943,120
Total Liabilities & Unrestricted Equity	\$ 1,810,072	\$ 609,127	\$ 498,019	\$ 2,917,218	\$ 1,658,404	\$ 1,402,050	\$ 1,387,560

*This financial statement is produced directly from WSAC's MIP Fund Accounting Software through DrillPoint Reports.

Key factors for changes in WSAC's Assets and Equity between 2016 and 2019:

- Litigation Fund - a new fund based on the 2018 budget adopted by the members at the November 2017 General Board Member Meeting.
- Cash - The marked increase in cash at the end of the first quarter in 2019 is reflected in WSAC's annual dues billing process.
- Receivables & Other Current Assets - The receivables at the end of the first quarter in 2019 is related to WSAC's annual dues billing process.
- Deferred Revenues - the large increase in "Current Liabilities" is due to booking deferred revenue for annual dues billed in January but not "earned" until the year progresses.

Actual vs. Budget in Summary							
For the Current Ending Period and 3 Years Prior							
Operating Fund	Total Budget	Budget 3/31/2019	Actual 3/31/2019	Variance (unfavorable)	12/31/2018	12/31/2017	12/31/2016
Revenue							
Dues	\$ 1,525,195	\$ 381,299	\$ 381,297	\$ (2)	\$ 1,491,284	\$ 1,268,294	\$ 1,327,860
Business Partner Fees	-	-	-	-	-	300	-
Special Assessments	35,000	8,750	8,750	-	35,000	216,750	73,300
Affiliate Assessments	628,204	157,051	151,353	(5,698)	591,153	636,061	434,773
Contract Services	724,099	181,025	65,407	(115,618)	625,293	600,567	575,949
Conferences and Events	159,000	-	22,500	22,500	136,438	228,431	142,460
Other Miscellaneous Revenues	500	-	-	-	4	-	14
Total Revenue	\$ 3,071,998	\$ 728,125	\$ 629,307	\$ (98,818)	\$ 2,879,172	\$ 2,950,403	\$ 2,554,356
Operating Expense							
Payroll and Benefits	\$ 1,937,893	\$ 475,592	\$ 445,829	\$ 29,763	\$ 1,500,345	\$ 1,568,421	\$ 1,401,401
Meetings, Travel and Hosting	144,100	42,725	24,225	18,500	149,894	141,609	156,916
Conferences and Events	139,000	-	10,652	(10,652)	140,191	168,577	123,918
Contract Services	638,634	159,659	96,963	62,695	737,132	639,420	522,544
Professional Services Other	138,000	33,500	24,704	8,796	150,420	235,869	135,932
Technology and Telecom	51,630	18,558	25,823	(7,266)	46,865	44,477	45,582
General Operating	160,550	61,900	55,749	6,151	156,666	139,951	157,821
Total Operating Expense	\$ 3,209,807	\$ 791,933	\$ 683,946	\$ 107,988	\$ 2,881,513	\$ 2,938,326	\$ 2,544,114
Changes in Net Assets	\$ (137,809)	\$ (63,809)	\$ (54,639)	\$ 9,170	\$ (2,341)	\$ 12,077	\$ 10,242

*This financial statement is produced directly from WSAC's MIP Fund Accounting Software through DrillPoint Reports.

Actual vs. Budget in Summary							
For the Current Ending Period and 3 Years Prior							
Special Fund	Total Budget	Budget 3/31/2019	Actual 3/31/2019	Variance (unfavorable)	12/31/2018	12/31/2017	12/31/2016
Revenue							
Business Partner Fees	-	-	-	-	650	-	-
Marketing and Royalties	229,500	59,250	41,402	(17,848)	194,014	209,651	197,787
Other Miscellaneous Revenues	500	125	-	(125)	-	-	1,040
Interest Earnings	5,000	1,250	2,733	1,483	6,116	3,350	512
Total Revenue	\$ 235,000	\$ 60,625	\$ 44,136	\$ (16,489)	\$ 200,780	\$ 213,002	\$ 199,339
Operating Expense							
Meetings, Travel and Hosting	50,000	27,500	20,560	6,940	54,302	64,191	62,975
Conferences and Events	20,000	-	-	-	27,140	30,000	13,030
Professional Services Other	7,500	-	-	-	7,500	7,500	7,500
Technology and Telecom	3,700	-	-	-	4,224	842	3,282
General Operating	8,650	2,925	3,396	(471)	9,404	16,316	16,676
Total Operating Expense	\$ 89,850	\$ 30,425	\$ 23,956	\$ 6,469	\$ 102,569	\$ 118,848	\$ 103,463
Changes in Net Assets	\$ 145,150	\$ 30,200	\$ 20,180	\$ (10,020)	\$ 98,211	\$ 94,153	\$ 95,875

*This financial statement is produced directly from WSAC's MIP Fund Accounting Software through DrillPoint Reports.

Actual vs. Budget in Summary							
For the Current Ending Period and 3 Years Prior							
Litigation Fund	Total Budget	Budget 3/31/2019	Actual 3/31/2019	Variance (unfavorable)	12/31/2018	12/31/2017	12/31/2016
Revenue							
Dues	\$ 400,000	\$ 100,000	\$ 100,003	\$ 3	\$ 399,997	\$ -	\$ -
Total Revenue	\$ 400,000	\$ 100,000	\$ 100,003	\$ 3	\$ 399,997	\$ -	\$ -
Operating Expense							
Payroll and Benefits	\$ 112,681	\$ 27,476	\$ 19,711	\$ 7,764	\$ 61,106	\$ -	\$ -
Meetings, Travel and Hosting	15,000	7,500	884	6,616	28,273	-	-
Conferences and Events	-	-	-	-	849	-	-
Professional Services Other	340,000	85,000	85,866	(866)	154,746	-	-
Technology and Telecom	3,069	767	-	767	2,397	-	-
General Operating	500	125	25	100	3,821	-	-
Total Operating Expense	\$ 471,250	\$ 120,868	\$ 106,487	\$ 14,381	\$ 251,192	\$ -	\$ -
Changes in Net Assets	\$ (71,250)	\$ (20,868)	\$ (6,484)	\$ 14,384	\$ 148,805	\$ -	\$ -

*This financial statement is produced directly from WSAC's MIP Fund Accounting Software through DrillPoint Reports.

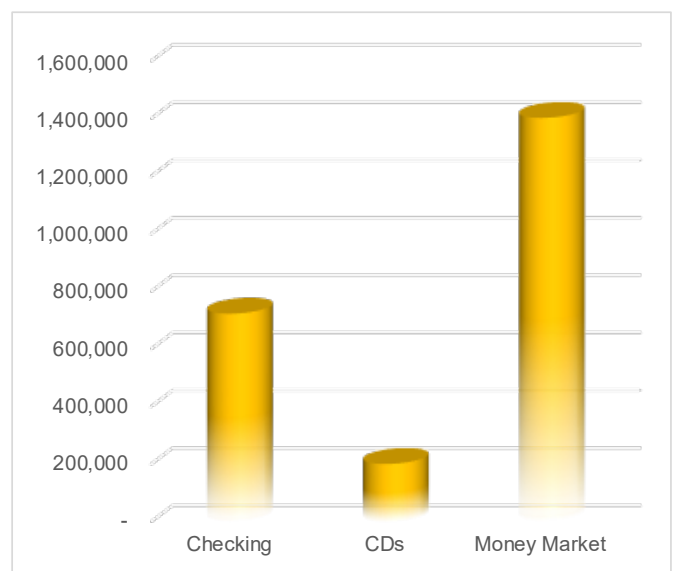
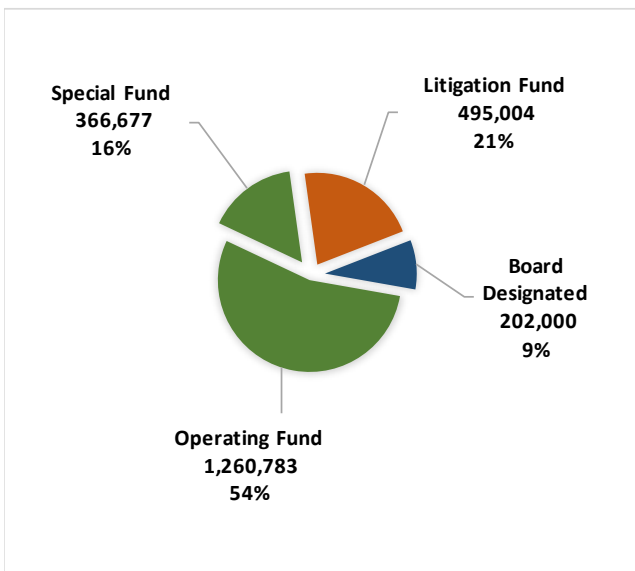
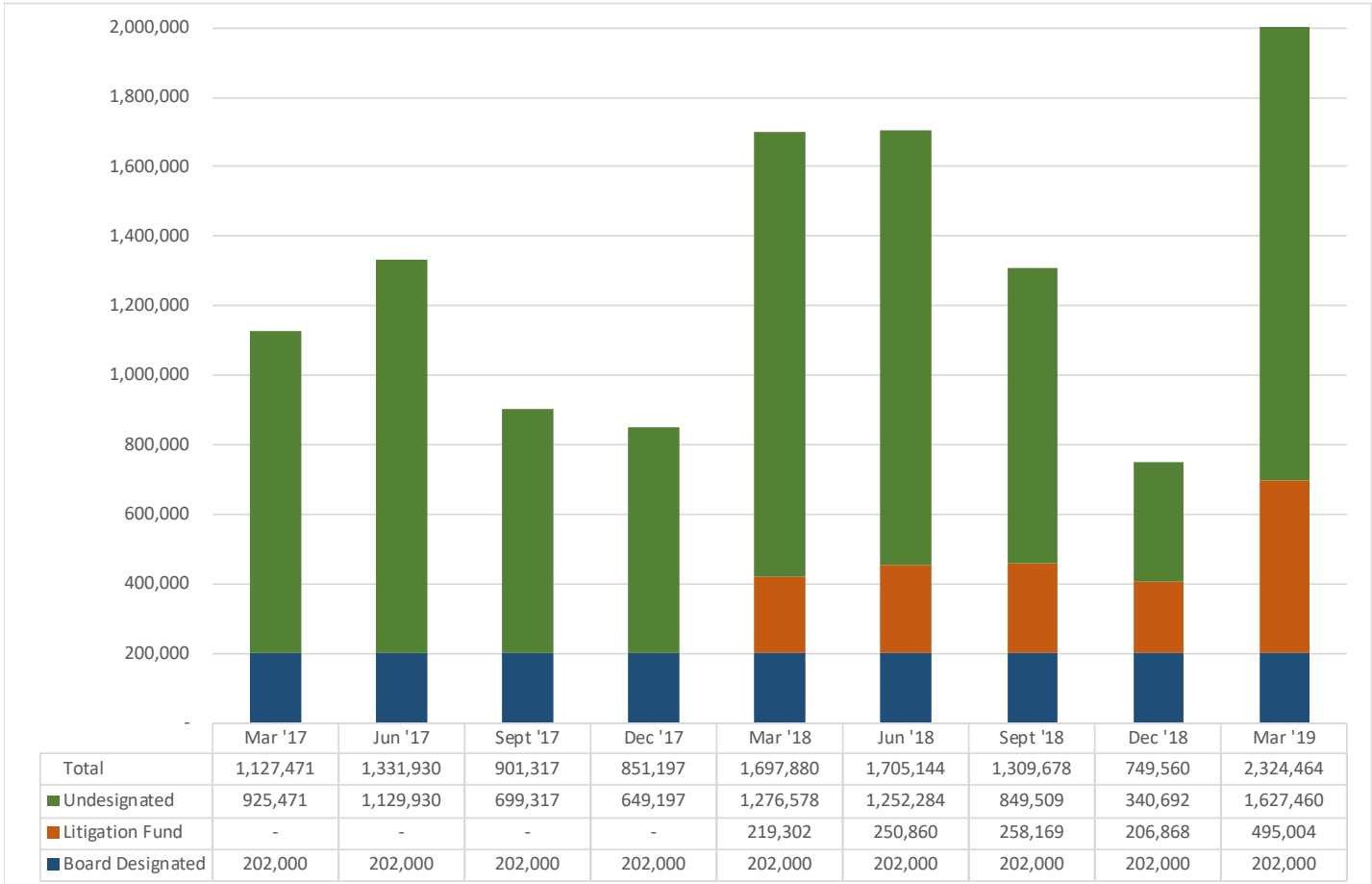
Actual vs. Budget in Summary							
For the Current Ending Period and 3 Years Prior							
All Funds	Total Budget	Budget 3/31/2019	Actual 3/31/2019	Variance (unfavorable)	12/31/2018	12/31/2017	12/31/2016
Revenue							
Dues	\$ 1,925,195	\$ 481,299	\$ 481,300	\$ 1	\$ 1,891,281	\$ 1,268,294	\$ 1,327,860
Business Partner Fees	-	-	-	-	650	300	-
Special Assessments	35,000	8,750	8,750	-	35,000	216,750	73,300
Affiliate Assessments	628,204	157,051	151,353	(5,698)	591,153	636,061	434,773
Contract Services	724,099	181,025	65,407	(115,618)	625,293	600,567	575,949
Conferences and Events	159,000	-	22,500	22,500	136,438	228,431	142,460
Marketing and Royalties	229,500	59,250	41,402	(17,848)	194,014	209,651	197,787
Other Miscellaneous Revenues	1,000	125	-	(125)	4	-	1,054
Interest Earnings	5,000	1,250	2,733	1,483	6,116	3,350	512
Total Revenue	\$ 3,706,998	\$ 888,750	\$ 773,445	\$ (115,304)	\$ 3,479,949	\$ 3,163,404	\$ 2,753,695
Operating Expense							
Payroll and Benefits	\$ 2,050,574	\$ 503,068	\$ 465,541	\$ 37,527	\$ 1,561,451	\$ 1,568,421	\$ 1,401,401
Meetings, Travel and Hosting	209,100	77,725	45,668	32,057	232,468	205,801	219,892
Conferences and Events	159,000	-	10,652	(10,652)	168,181	198,577	136,948
Contract Services	638,634	159,659	96,963	62,695	737,132	639,420	522,544
Professional Services Other	485,500	118,500	110,570	7,930	312,666	243,369	143,432
Technology and Telecom	58,399	19,325	25,823	(6,498)	53,486	45,318	48,864
General Operating	169,700	64,950	59,170	5,780	169,891	156,267	174,496
Total Operating Expense	\$ 3,770,907	\$ 943,226	\$ 814,388	\$ 128,838	\$ 3,235,274	\$ 3,057,174	\$ 2,647,577
Changes in Net Assets	\$ (63,909)	\$ (54,476)	\$ (40,942)	\$ 13,534	\$ 244,675	\$ 106,230	\$ 106,118
Dues as a % of Total Revenue	51.9%		62.2%		54.3%	40.1%	48.2%
# of Permanent Staff	15		14		14	12	12
Payroll Exp as % of Total Exp	54%		57%		48%	51%	53%
Net Income as % of Revenue	-2%		-5%		7%	3%	4%

*This financial statement is produced directly from WSAC's MIP Fund Accounting Software through DrillPoint Reports.

Key factors for changes in WSAC's income and expenses between 2016 and 2019:

- 2019 shows the full year budgeted and only one quarter of actual activity compared to a full year of activity for the prior years.
- Affiliate assessment revenues are based on actual expenses from the affiliates WSAC manages (recorded within Operating Expense) with a 12% overhead charge added.
- Payroll and Benefits - The increase in staff from 2017 to 2018 with no corresponding increase in expense is due to one position remaining unfilled for 9 months as well as turnover of four positions in 2018 that remained unfilled for anywhere from one to four months.
- Professional Services Other – The 2017 increase from 2016 is due to Special Assessment projects (can be found in related revenue) including a Media Campaign, Columbia River Treaty, PILT, and Coastal Counties.

Total Cash & Investment Position - All Funds
For The Quarter Ended December 31, 2018



May 8, 2019

TO: WSAC Board of Directors

FROM: Eric Johnson, Executive Director

PREPARED BY: Derek Anderson, Director, Member Services and Communications

SUBJECT: WSAC Business Partner Update: Nationwide Retirement Solutions

Communications

CMS staff completed a month-long social media and brand recognition campaign during April's National County Government Month (NCGM). The campaign started on April 1 with the hashtag #iHeartWACounties and custom county branded socks and other materials were mailed to each county with details on how to participate. The campaign encouraged WSAC and WACO members to take photos wearing their socks and showing their county pride. Fifteen counties provided copies of their NCGM proclamations and photos of members from around the state have been posted to the page www.wsac.org/ncgm.

WSAC's social media platforms gained new followers and set record engagement levels. On Facebook, our posts collectively reached over 35,000 users. Our videos were watched over 9,000 times and the page gained nearly 400 new followers. Twitter impressions increased by 224% and mentions by other users increased by 35%.

CMS staff are in the process of surveying members on how WSAC can build on NCGM in 2020 and provide additional resources to WSAC members in an effort to increase awareness of the importance of county government and the role of WSAC.

2019 Spring Conferences

CMS staff are supporting the following affiliate/partner conferences this spring with estimated attendance at over 700 attendees. Agenda items include professional development as well as business meetings and networking opportunities.

Washington State Association of County Auditors Finance (WSACA) – Walla Walla County – March 26-28
Association of County/City Information Systems (ACCIS) – Benton County – April 15-19
Washington County Administrative Association (WCAA) – Chelan County – April 24-26
Washington Association of County Commission/Council Clerks (WACCC) – Columbia County – May 2-3
WSAC Board of Directors/LSC Planning Meeting (WSAC) – Benton County – May 8-10
Washington State Association of County Engineers (WSACE) – Whatcom County – June 18-20
Washington State Assoc. of Local Public Health Officials (WSALPHO) – Chelan County - June 3-5
Washington State Association of County Auditors Elections (WSACA) – King County - June 10-13
Washington State Association of County Auditors Annual (WSACA) – King County - June 10-13

Appointments to Statewide Boards & Commissions

The following appointments were made by the Governor:

Forest Practices Board – Lisa Janicki, Skagit County Commissioner
Affordable Housing Advisory Board – Dean Kinzer, Whitman County Commissioner

May 8, 2019

TO: WSAC Board of Directors

FROM: Eric Johnson, Executive Director

PREPARED BY: Mellani McAleenan, Director, Government Relations & General Counsel

SUBJECT: Policy and Legislative Report

Policy and Legislative Relations – Mellani McAleenan

The legislature adjourned *sine die* on time on April 28th. The Legislative Steering Committee met in person eight times and via webinar seven times during the legislative session. It also held five evening roundtable meetings and three legislative receptions.

This was the first legislative session with WSAC for Paul Jewell, Jane Wall, and Mellani McAleenan. All policy staff worked hard to generate the best results possible for the counties.

We saw some success and some disappointments. All in all, this session is one that can largely be summed up as one of missed opportunities for the counties. With all of the new revenue raised by increased taxes, very little of it will find its way to local government (MTCA, FPHS). Even with \$830 million of new revenue, the legislature continues to sweep funds from the Public Works Assistance Account. And, because of how politically charged the tax bills were, the legislature wasn't even willing to amend bills that needed fixes because they didn't want to add steps in the process of the bill passing (REET). Nor did they use any of this new revenue to fund important county issues like trial court public defense services or even year election costs.

Finance, Public Records and Liability - Mike Hoover (Contract Lobbyist)

Fiscal Impact

HB 1913 adds to the list of diseases and conditions that are presumed to be as a result of first responder employment for the purposes of workers' compensation. This list was significantly narrowed from previous years but will have a fiscal impact on local governments. The bill also creates an advisory committee, comprised of medical specialists, to review and make recommendations about potential presumptions.

SB 5998, the graduated real estate excise tax (REET) will have an impact on county budgets. Conceptually, the bill is very simple: lower the REET on lower-value properties to help lower-income buyers afford to buy property. The rate rises (graduates) on higher-income properties because the presumption is that buyers of more expensive properties can better afford to pay higher taxes. Counties collect a state-provided fee for administering REET. This administrative fee collected is based on REET total tax collected. Thus, some of the more rural counties would collect less revenue from this fee because the overall REET tax is lower on some properties. The "hit" to county budgets is lower than it would have been in earlier drafts of the bill because the lowest-charged REET rate was increased in the final version and therefore the administrative fee would be correspondingly higher, but there will still be some loss in revenue. WSAC worked to get an amendment to keep the overall collections the same, but this failed in the final days because legislators didn't want to make changes to the bill at the last minute and risk having the bill, which is politically controversial, repeat steps in the legislative process.

SSB 5063 requires prepaid postage on return envelopes for all elections, with county costs for the postage to be reimbursed by the state.

ESHB 1109, the operating budget, includes a proviso to extend a sunset tax structure workgroup and requires it to prepare a summary report of preliminary findings by December 1, 2020. Activities are to increase as time progresses, including engagement of specific stakeholder groups and taxpayers, modeling of various revenue structures, analyzing competitiveness with border states, estimating impacts on taxpayers, and so on. Membership will include one nonvoting WSAC representative. Voting members must commit to engagement through 2024.

Public Records

SHB 1667, the WSAC supported public records assistance bill, removes the June 30, 2020, expiration date for the grant program, the Attorney General's consultation program, and the requirement that Division of Archives and Records Management (State Archives) offer and provide consultation and training services for local agencies on improving retention practices. It also modifies the metrics that certain agencies and local governments are required to report to the Joint Legislative Audit and Review Committee.

Liability

SSB 5163 expands liability in civil actions for wrongful injury or death by making a number of changes to statutes governing wrongful death and survival causes of action, including changes to the beneficiaries entitled to recoveries and the damages that may be recovered under these actions. The bill will have a negative fiscal impact to local governments of around \$7.5 million per year.

Land Use, Natural Resources, and Environment – Paul Jewell

Land Use/Planning

Various funding is included in the budgets that will impact county land use planning efforts. Buildable lands money (\$3 million) is provided to assist Whatcom, Pierce, King, Snohomish, Kitsap, Thurston and Clark counties in meeting planning requirements. \$40 million is included in Ecology's Streamflow Restoration program budget for continued implementation of the "Hirst Fix" (ESSB 6091 2018).

SSB 5151 requires the Growth Management Hearings Board develop an index of all its decisions organized by topic and by participants.

Housing

SHB 1377 requires counties to provide a density bonus for single family and multi-family housing developments on property owned and/or controlled by qualifying religious organizations. The housing must be for low income households and meet other requirements.

SHB 1798 includes new requirements for short-term rentals and short-term rental platforms. Short-term rentals are defined in the bill as properties or rooms rented to one party for less than thirty days. It clarifies that short-term rentals are required to pay local lodging taxes, meet certain public safety standards, and maintain at least \$1 million in liability insurance. Counties are required to enforce the public safety standards by issuing a warning letter for the first violation. The second violation is considered a class 2 civil infraction under RCW 7.80.

E2SSB 5284 requires that anyone selling a property with a dwelling unit install approved smoke detection devices prior to the closing of the sale. County fire marshals are required to enforce this new law, but only after a fire.

ESSB 5383 creates new opportunities and regulations for tiny houses and for the designation of tiny house villages. For counties, it requires that tiny houses be allowed in existing mobile and manufactured home parks. It also requires that the state Building Code Council issue building codes for the construction of tiny houses by the end of the year.

Natural Resources

Investments were also made in natural resources programs that provide benefits to counties. Funding for water-related projects include \$50.4 million for Floodplains by Design, \$73.2 million for the Office of Chehalis Basin, \$40 million for Columbia Basin projects, and \$40 million for the Yakima Basin Integrated Plan. Other resource-related investments are \$2 million for WDFW hazardous fuels reductions, \$22.843 million for DNR to improve wildland fire response equipment, training, aerial assets, increase the number of full-time firefighting personnel, and to implement forest health improvements. An additional \$14.2 million is also provided to DNR for forest health improvements.

2SHB 1579 is the one disappointing bill on this list that passed despite our opposition. Tagged as a component of the Orca Task Force's recommendations for recovery of the Southern Resident Orca, this bill does a variety of things. Most relevant to counties is that it creates new civil enforcement authority for WDFW related to hydraulic permits and the state hydraulics code. The bill provides enforcement in the form of notices of violation, notices to comply, stop work orders, and civil penalties up to \$10,000 per occurrence. It also eliminates the single-family residential protective marine bulkhead exemption from HPA requirements as allowed by RCW 77.55.141.

Solid Waste

E2SHB 1114 requires the Department of Ecology to develop a strategy for reducing food waste, including ways to make it easier to donate and distribute edible food to needy families, and ways to divert food from the solid waste stream. Counties can update their comprehensive solid waste management plans to include recommendations related to food waste recovery that are developed in compliance with this bill.

E2SHB 1543 requires the Department of Ecology to develop public outreach and education strategies intended to inform the public about ways to reduce contamination in recycling. It also requires Ecology to develop a plan for the state to implement direct strategies for reducing contamination. Counties are required to update their comprehensive solid waste management plans to incorporate strategies for contamination reduction and outreach, or they may adopt the strategies developed by Ecology.

Finally, Ecology is also charged with the creation of the recycling development center. The purpose of the center is to find ways to attract recycling processors and manufacturers who utilize recycled commodities to Washington State in order to further development markets locally for recycled materials. An advisory committee is to be appointed to assist in developing the center. Counties have two WSAC-appointed positions on the committee.

SHB 1652, the paint stewardship bill, requires the architectural coating industry (paints and stains) to create a program for disposing of and recycling architectural paints and stains. The industry is required to develop the plan, implement it, and operate it at no cost to government. The stewardship program removes a known contaminant from county solid waste streams.

Model Toxics Control Act

ESSB 5993 reforms the Model Toxics Control Act (MTCA) program in a couple of ways. It changes the funding source, the Hazardous Substances Tax, by requiring a volume-based tax on petroleum products rather than the current value-based tax. The tax is also increased, adding additional new revenue.

The bill also includes new controls on how the funding can be used within the program, creating three new accounts: MTCA Operating, MTCA Capital, and Stormwater.

Counties currently receive funding for implementing local solid waste management programs through the Local Solid Waste Financial Assistance (LSWFA) program that is part of MTCA. Funding from this program has declined 62% since 2011-13 to a low of \$10 million during the 2017-18 budget. Unfortunately, even though new revenue is realized by the passage of this bill, counties were not provided any additional funding.

Public Health – Jaime Bodden

Foundational Public Health Services

One of the top priorities for WSAC and the top priority for WSALPHO was to pass the foundational public health services (FPHS) bill and get on-going funding for FPHS work. This session, **HB 1497** passed easily with huge bi-partisan support. The bill defines FPHS and sets up a funding and policy concurrence process between state and locals. This process is unique in that local governments will have equal input into funding decisions with the state agency.

The 2019-2021 operating budget also included \$22 million of funding for FPHS. This funding is made up of \$10 million from the general fund and \$12 million in revenue generated from a vapor product tax. This funding appears to be on-going and serves as the first stable investment into the public health system from the legislature which the governmental public health system will slowly build upon to fully fund our \$450 million need.

Vapor Tax

The legislature passed several measures this year aimed at reducing the burden of tobacco and nicotine in the state. **HB 1074**, also known as Tobacco 21, passed early in the session. **HB 1873**, which implements a tax on vapor products, also passed as part of last-minute budget negotiations. The bill directs revenue from the tax to be divided evenly to the Andy Hill Cancer Research Fund and the Foundational Public Health Services Account. FPHS receives \$12 million from that account the first biennium and then up to 50% of funds from that account after.

Vital Statistics

A small, but important piece of legislation that passed this year is the modernization of vital records. Local health jurisdictions implement these programs across the entire state – providing same day service in certification, record changes, and record requests. The new language updated many parts of the vital records statutes that hasn't been updated since 1907. It establishes more streamlined processes, instills more guidelines around fraud protection, and becomes more consistent to national recommendations and best practices. A \$5 fee increase was also approved. This fee increase includes a \$2 increase to certification work (goes to the agency providing the certification), and a \$3 fee increase into the death investigation account (goes to the local coroner/medical examiner).

Other Bills and Issues of Note

Environmental health funding: While the legislature and Governor both favored environmental issues in their budgets this year, environmental public health was not the beneficiary. Group B Water Systems – a vital program to ensure clean drinking water in our rural and remote areas was completely unfunded in the budget. It is unclear how counties will be able address the lack of funding – they will need to fund the program through local revenue, or more likely, these local programs will close, and the operations go back to the responsibility of the state.

EHB 1638 – vaccine preventable diseases. No one could have predicted the scale and impact of the measles outbreak in Washington this year. Two bills were filed this year addressing personal and philosophical exemptions with HB 1638 (limiting exemptions for the MMR vaccine) passing after long and heated floor debates in both chambers.

SB 5503 provides homeowners more rights in inspection and maintenance activities of on-site septic systems. Many past concerns about easements, local health officer authority, and multi-dwelling units were addressed with this version of the bill.

SB 5077 – single use plastic straws. In philosophy, protecting the environment and reducing waste going to landfills is a popular idea. However, this bill put unnecessary responsibilities to local health jurisdictions, and while the cost to implement would be small, it would have set a dangerous precedent for adding on additional

duties to food safety inspections that are outside the scope of local public health practice. The bill died, but we expect it to come back during the short session.

General Update

Rule Making and Rule Revisions

Local health jurisdictions have been and will be participating in a number of rule-making areas with the State Board of Health. WSALPHO works to coordinate input and participation into these rules with local health jurisdictions. Local board of health and health officer authority are often impacted by changes to rules, and the following WAC that are currently open of particular interest include: immunizations (Chapter 246-105 WAC), notifiable conditions (Chapter 246-101 WAC), onsite sewage systems (Chapter 246-271A WAC), and food service (Chapter 246-215 WAC). The state board of health also recently adopted new rules in communicable diseases – HIV testing and food service – relating to food truck and restroom distance.

WSALPHO Strategic Plan

The WSALPHO board and local health jurisdiction directors have started updating the organization's strategic plan. Following a day long retreat in March, three large focus areas were identified; strengthening WSALPHO as an organization, increasing local capacity and capability, and strengthening the public health system in Washington. Themes throughout each of these focus areas include public health transformation (FPHS work), workforce developing, and improved partnership and relationships. The strategic plan is slated to be finalized in June and will focus on the next three years for the organization.

WSALPHO Summer Conference and Upcoming Events

In May, WSALPHO will be holding its annual elections for Vice President, who will join the Executive Team for a four-year term. This year, WSALPHO will be having its summer conference at Icicle Village in Leavenworth. Conference agenda items include a state of the public health from Secretary of Health John Weisman, a national public health update from NACCHO president Kevin Sumner (Middlebrook Health Department – New Jersey), committee work in community health, environmental health, infrastructure and communicable disease, and networking opportunities for members.

Public Safety and Human Services – Juliana Roe

Behavioral Health

In the 2019-2021 biennial budget, the State invested a significant amount of money in the behavioral health system. Whether that funding is sufficient is yet to be seen because of the many, complex factors involved, including finalizing integration, and issues related to the state hospitals, capacity, staffing, and Trueblood.

In the capital budget \$119.9 million is dedicated to community-based behavioral health beds. This money is split between a competitive process to expand community-based behavioral health services and community-based projects for a variety of behavioral health services including long-term civil commitments, triage, crisis diversion, detox, and adolescent services.

In the operating budget \$51 M (NGF-O) and \$45.8 M (Federal) is provided for community capacity to provide behavioral health inpatient and residential treatment services, which includes phasing in funding for community beds to provide long-term commitment services. Funding is also provided for an increase in beds, intensive behavioral health residential programs, and crisis respite services.

Affordable Housing and Homelessness

Affordable housing and homelessness were major issues this session. The State is providing a \$30 million increase (a total of \$44.1 million) for homelessness related programs including Housing and Essential Needs. It's also providing \$175 million for affordable housing projects under the Housing Trust Fund.

One significant affordable housing bill that passed is **SHB 1406**, which authorizes the governing body of a county or city to impose a local sales tax, credited against the state sales tax for affordable or supportive housing. The

bill provides for \$104 million in potential revenue for the biennium, which is approximately three-quarters of what the original bill provided. This is a great outcome and one for which advocates fought hard.

Veterans

Of the Veterans bills WSAC tracked, the Vet Levy Bill, **HB 1829**, did not pass, but **2SHB 1448** did, which creates the Veterans Service Officer Program for rural counties. However, the budget provides only one-time funding of \$600,000 for two eligible counties.

Public Safety

2SSB 5604 adopts the Uniform Guardianship Act and repeals Washington's existing guardianship laws. While WSAC believes the bill will result in a significant, negative fiscal impact on counties related to new public defense costs, legislators assured us that it will not and that they will continue to work on this bill in the coming years (it has a drawn-out implementation period).

Unfortunately, but not surprisingly, no new funding was provided for sorely needed trial court public defense services costs. This is no doubt disappointing as this remains one of the greatest cost burdens to county budgets.

Transportation and Public Works – Jane Wall

Transportation Funding

The final 2019-2021 Transportation Budget proposal includes a total appropriation of around \$10.0 billion for the two-year fiscal period, up almost \$600 million from the level adopted for the 2017-19 biennium in the 2018 supplemental budget. Highlights of the budget include:

- Full funding for the County Road Administrative Board (CRAB);
- Full gas tax distributions;
- Full funding for the Transportation Improvement Board (TIB);
- Funding for the Freight Mobility Strategic Investment Board (FMSIB);
- Language authorizing counties to utilize our fuel-tax study money for continued fish passage barrier/culvert inventories, coordination with WSDOT to update the Local Agency Guidelines Manual (LAG), and efforts to research potential new revenue streams for county road departments;
- \$150,000 for the Cooper Jones Active Transportation housed within the Transportation Safety Commission for identification of opportunities to improve safety in the transportation system.
- \$300,000 for WSDOT to pilot a multimedia public information campaign in Whatcom County, regarding the damage of studded tire use on state and local roadways, and to continue the existing public information campaign in Spokane County;
- Up to \$17.5M to revive a new toll bridge over Columbia River to replace the aging I-5 bridge between Portland and Clark County, WA;
- \$29 million for the safe routes to schools grant program;
- \$25 million for bicycle and pedestrian safety grants;
- \$14.3 M for a new capital grant program to aid transit authorities in funding cost-effective capital electrification projects;
- \$555,000 to support a Washington State University education program for public agencies on usage and procurement of alternative fuel vehicles.
- \$20.75 million I-90/Barker to Harvard – Improve Interchanges & Local Roads;
- \$36.5 million I-90 Snoqualmie Pass – Widen to Easton;
- \$11.2 million SR 26/Dusty to Colfax – Add Climbing Lanes;
- \$11 million SR 155/Omak Bridge Rehabilitation;
- \$188 million for a new 144-car hybrid electric vessel

- \$5 million for the WSDOT Aviation Program for the Aviation Airport Lean Revolving Account to implement the new general aviation airport loan program; and
- Continued support for the Road Usage Charge study by the Transportation Commission.

Fish Passage Barrier Removal

The Legislature utilized both the transportation and capital budgets to fund fish passage barrier removal. They directed \$26 million of capital funds to the Fish Barrier Removal Board (FBRB) where grants will be made eligible to local governments for culvert replacement. In addition, the Legislature directed \$100 million of transportation funds to the Department of Transportation for statewide fish passage barrier removal projects. They also directed the WSDOT to coordinate with the FBRB on a “watershed approach to maximize habitat gain by replacing both state and local culverts.” This direction goes on to mandate WSDOT to “deliver high habitat value fish passage barrier corrections that it has identified, guided by the following factors: Opportunity to bundle projects, ability to leverage investments by others, presence of other barriers, project readiness, other transportation projects in the area, and transportation impacts.”

Surface Transportation Program federal fund swap

Disappointingly, the final transportation budget did not include a proviso we had requested that would have allowed WSDOT and counties to swap STP federal funds for state funds. If you recall, the House proposed budget did include language, but the Senate did not. In the end lawmakers chose not to include a program in their final compromise budget. The good news is WSACE did make strides with the issue session, with success in getting WSDOT to work with us on our efforts.

Joint Transportation Committee Studies

The Joint Transportation Committee was also given a number of studies that counties will have an interest in and may require county participation. These include:

- \$450,000 for the JTC to conduct a comprehensive assessment of statewide transportation needs and priorities, and existing and potential transportation funding mechanisms to address those needs and priorities. The assessment must include: recommendations on the critical state and local transportation projects, programs, and services needed to achieve an efficient, effective, statewide transportation system over the next ten years; a comprehensive menu of funding options for the legislature to consider to address the identified transportation system investments; and (c) an analysis of the economic impacts of a range of future transportation investments. The assessment must be submitted to the transportation committees of the legislature by June 30, 2020.
- \$450,000 for the JTC to conduct an analysis into the electrification of public fleets in WA, including counties. The JTC must inventory existing public fleets for the state, counties, a sampling of cities and transit, and must differentiate among battery and fuel cell electric vehicles, hybrid vehicles, gasoline powered vehicles, and any other functional categories.
- \$250,000 for the JTC to conduct a study of the feasibility of an east-west intercity passenger rail system.

Legislation

SSB 5179 will raise the current \$10,000 bid limit threshold for county electrical illumination equipment procurement and work to \$40,000. This was a WSACE priority bill.

SB 5418 concerns local government procurement. This bill has a number of provisions in it relating to local government procurement, including, allowing counties to utilize unit-priced contracts, and increasing the small works bid process from \$300,000 to \$350,000 (the original bill raised the limit to \$500,000).

SB 5505 specifies that WSDOT stormwater fees to local government utilities must be used for facilities and best management practice implementation focused only on state highway runoff. It also requires local government utilities to provide an expenditure plan and annual progress report before receiving DOT stormwater fees.

SB 5883 concerns vehicle weight loads carrying farm products. The bill was amended in the House Transportation Committee where it was stripped of the increased weight load provision. The bill now modifies the penalties for a violation of the gross vehicle weight laws when the vehicle carrying farm products from the field where grown exceeds gross vehicle weight limits by 5 percent or less. The bill first requires that a written warning be issued, rather than an infraction, if the driver has not been issued a traffic infraction or has received no more than one written warning in the calendar year.

SB 5923 establishes a county road administration board emergency fund. This bill authorizes the County Road Administration Board (CRAB) to create an emergency revolving loan program for certain counties for road or bridge work that is necessary due to a natural or manmade event for which a disaster was declared.

HB 1325 establishes a regulatory framework for the operation of personal delivery devices, which are automated devices intended to deliver property via sidewalks and crosswalks. At one point this legislation preempted local authority to be able to regulate these devices. However, the final bill allows counties to establish guidelines and regulations around their uses on our roads, including banning them altogether.