

TOC \o "1-6" \h \z \u

Title 2 ADMINISTRATION

Chapter 2.04 PRECINCT ORGANIZATION

2.04.010 PRECINCTS ENUMERATED.

The county of Wahkiakum is divided into eleven voting precincts bearing the following names: Columbia, West Puget Island, East Puget Island, Rosedale, Elochoman, Skamokawa, Rosburg-Altoona, Deep River, Grays River, North Cathlamet, and South Cathlamet.

(Res. 12-85)

2.04.020 WEST PUGET ISLAND PRECINCT.

The following described portion of Wahkiakum County shall be known as West Puget Island Precinct:

Beginning at a point on the section line between Sections 11 and 12, Township 8 North of Range 6 West, W. M., on the North bank of Puget Island on the Columbia River; thence South on said section line between Sections 11 and 12, 13 and 14, 33 and 24, and 25 and 26 to the South bank of Puget Island on the Columbia River; thence Westerly, Northerly, Easterly and Southerly around the Western portion of Puget Island in front of Sections 26, 23, 22, 16, 9, 4, 3, 10 and 11, back to the place of beginning and including Ryan and other small islands contiguous thereto, all in Township 8 North of Range 6 West, W. M.

(Res 54-1936; j. Ref. H 552B; 12-31-36)

2.04.030 EAST PUGET ISLAND PRECINCT.

The following described portion of Wahkiakum County shall be known as East Puget Island Precinct:

Beginning at a point on the Section line between Sections 11 and 12, Township 8 North of Range 6 West, W. M., on the North bank of Puget Island on the Columbia River; thence South on said section line between Sections 11 and 12, 13 and 14, 23 and 24 and 25 and 26 to the South bank of Puget Island on the Columbia River; thence Easterly, Southerly, Northerly and Westerly around the Eastern portion of Puget Island in, and in front of, Section 25, Twp. 8 N, Range 6 West, Sections 30, 29, 20 and 19, Twp. 8 North, Range 5 West, W. M. and Sections 13 and 12, Twp. 8 North, Range 6 West, W. M. back to the place of beginning, and including Brown, Jackson, White and other small islands contiguous thereto; all in Township 8 North of Ranges 5 and 6 West, W. M.

(Res. 54-1936; H552B; 12-31-36)

2.04.040 ROSEDALE PRECINCT.

The following described portion of Wahkiakum County shall be known as the Rosedale Precinct:

Beginning at the intersection of the North Bank of the Cathlamet Channel of the Columbia River with the dividing line between the James Birnie and A.C. Anderson Donation Land Claims, and which is also the North-South centerline of Sections 1 and 12 in Township 8 North, Range 6 WWM; thence North along said dividing line to the intersection thereof with the North line of said Township 8 North; thence West along said North Township line to the intersection thereof with the North bank of the Cathlamet Channel of the Columbia

River; thence Southeasterly along the meander of said North bank to the point of beginning; EXCEPTING THEREFROM the North Cathlamet and South Cathlamet Precincts.

(Res. 12-85; Res. 54-1936; Ref. 552B; 12-31-36)

2.04.050 ELOCHOMAN PRECINCT.

The following described portion of Wahkiakum County shall be known as Elochoman Precinct:

Beginning at a point on the County Line between Lewis and Wahkiakum County on the Section line between Sections 4 and 5 in Township 10 North of Range 5 West, W. M., thence South on the section line between Sections 4 and 5, 8 and 9, 16 and 17, 20 and 21, 28 and 29, and 32 and 33 in Township 10 North, and Sections 4 and 5 of Township 9 North to the center of said section line between said Sections 4 and 5; thence West on the line between the North and South Halves of Sections 5 and 6 of Twp. 9 North, of Range 5 West and Section 1 of Twp. 9 North of Range 6 West to the section line between Sections 1 and 2; thence South on said Section line between Sections 1 and 2 and 11 and 12 to the center of the said section line between said Sections 11 and 12; thence West on the line between the North and South Halves of Section 11 and 10 to the section line between Sections 9 and 10; thence South on the section line between Sections 9 and 10, 15 and 16, and 21 and 22 to the common corner to Sections 21, 22, 27 and 28; thence West along the section line between Sections 21 and 128 to the Columbia River; thence Southerly and Easterly along the Columbia River in front of Sections 28 and 34 to the Township line between Townships 8 and 9 North, Range 6 West; thence East on said Township line to the section line between Sections 4 and 5 in Township 8 North, Range 5 West; thence South on the Section line between said Sections 4 and 5 to the common corner to Sections 4, 5, 8 and 9; thence East on the section line between Sections 4 and 9, 3 and 10, 2 and 11 and 1 and 12 in Township 9 North of Range 5 West, and Sections 6 and 7 of Township 9 North of Range 4 West to the County line between Cowlitz and Wahkiakum Counties; thence North on the said county line between Cowlitz and Wahkiakum Counties to the Northeast corner of Wahkiakum County at the point where said County line intersects the county line between Lewis and Wahkiakum Counties; thence West on the County line between Lewis and Wahkiakum Counties to the place of beginning, all in Townships 8, 9, and 10 North of Ranges 4, 5 and 6 West, W. M.

(Res. 54-1936; j. Ref. 552B; 12-31-36)

2.04.060 SKAMOKAWA PRECINCT.

The 1936 boundaries of the Skamokawa precinct are as follows:

Beginning at a point on the County line between Lewis and Wahkiakum County on the Section line between Sections 4 and 5 in Township 10 North of Range 5 West, W. M.; thence South on the Section line between Sections 4 and 5, 8 and 9, 16 and 17, 20 and 21, 28 and 29 and 32 and 33 in Township 10 North, and Sections 4 and 5 of Township 9 North, to the center of said Section line between said Sections 4 and 5; thence West on the line between the North and South Halves of Sections 5 and 6 of Twp. 9 North, of Range 5 West and Section 1 of Twp. 9 North, of Range 6 West to the Section line between Sections 1 and 2; thence South on said Section line between Sections 1 and 2 and 11 and 12 to the center of the said Section line between Sections 11 and 12; thence West on the line between the North and South Halves of Section 11 and 10 to the Section line between Sections 9 and 10; thence South on the section line between Sections 9 and 10, 15 and 16 and 21 and 22 to the common corner to Sections 21, 22, 27 and 28; thence West along the Section line between Sections 21 and 28 to the Columbia River; thence Westerly and Northerly along the Columbia River in front of Sections 21, 20, 17, 18, and 7 in Township 9 North of Range 6 West and Sections 12 and 11 in Township 9 North of Range 7 West to the Eastern boundary line of the Three Tree Point Military Reservation; thence North on the Eastern boundary of said Reservation to the Northeast corner of said Reservation in

Section 11; thence West on the Northern boundary of said Reservation to the section line between Sections 10 and 11; thence North on the Section line between Sections 10 and 11 and 2 and 3 in Township 9 North, and Sections 34 and 35, 26 and 27, 22 and 23, 14 and 15, 10 and 11 and 2 and 3 in Township 10 North to the County line between Pacific and Wahkiakum Counties; thence East along the county line between Pacific and Wahkiakum Counties in Twp. 10 N. Ranges 7 and 6 West and between Lewis and Wahkiakum County in Township 10 N. Ranges 6 and 5 West to the place of beginning, all in Townships 9 and 10 North of Ranges 5, 6, and 7, West, W. M.

(Res. 54-1936; J. Ref. 552B; 12-31-36)

2.04.070 BROOKFIELD PRECINCT—1936 BOUNDARIES.

The 1936 boundaries of the Brookfield Precinct are as follows:

Beginning at the common corner to Sections 19, 20, 29 and 30 in Township 10 North, Range 7 West, W.M.; thence East on the section line between Sections 20 and 29, 21 and 28, and 22 and 27 to the common corner to Sections 22, 23, 26 and 27; thence South on the Section line between Sections 26 and 27, and 34 and 35 in Township 10 North, and Sections 2 and 3 and 10 and 11 in Township 9 North to a point on the Northern boundary of the Three Tree Military Reservation; thence East on said Northern boundary to the Northeast corner of said Reservation in said Section 11; thence South on the Eastern boundary line of said Reservation to the Columbia River; thence Westerly along the Columbia River in front of Sections 14, 15, and 16 to the section line between Sections 16 and 17; thence North on the Section line between Sections 16 and 17 to the common corner to Sections 8, 9, 16 and 17; thence West on the section line between Sections 8 and 17 to the common corner to Sections 7, 8, 17 and 18; thence North on the section line between Sections 7 and 8, and 5 and 6 in Township 9 North, and 31 and 32 and 29 and 30 in Township 10 North to the place of beginning, all in Townships 9 and 10 North of Range 7 West, W.M.

(Res. 54-1936; j. Ref. 552B; 12-31-36)

2.04.080 CONSOLIDATED SKAMOKAWA PRECINCT.

The polling places of Skamokawa Precinct and Brookfield Precinct are hereby consolidated and shall be known as Skamokawa Precinct, and all voters heretofore registered in Brookfield Precinct will be considered to be registered in, and shall hereafter when required by law to register, shall register with the County Auditor or a duly qualified and acting deputy Registrar, and to vote at the regular polling place in Skamokawa Precinct or at such other place as may hereafter be designated.

(Res. 115-1953; j. Ref. J-517; 11-3-53)

2.04.090 DAHLIA PRECINCT—1936 BOUNDARIES.

The 1936 boundaries of the Dahlia Precinct are as follows:

Beginning at the common corner to Sections 1, 2, 11 and 12 in Twp. 9 North, Range 8 West, W.M.; thence East on the Section line between Sections 1 and 12, Twp. 9 North Range 8 West, W. M. and Sections 6 and 7, Twp. 9 North, Range 7 West, W.M. to the common corner to Sections 5, 6, 7 and 8; thence South on the Section line between Sections 7 and 8 to the common corner to Sections 7, 8, 17 and 18; thence East on the Section line between Sections 8 and 17 to the common corner to Sections 8, 9, 16 and 17; thence South on the section line between Sections 16 and 17 to the Columbia River; thence Westerly along the Columbia River in front of Sections 17 and 18, Twp. 9 North, Range 7 West, W. M. and 13 and 14, Twp. 9 North, Range 8 West, W. M. to a point on the center line between the East and West Half of said Section; thence North on said line between the East and West Half to a point on the Section line between Sections 11 and 14; thence

East on said Section line to the common corner to Sections 11, 12, 13 and 14; thence North on the Section line between Sections 11 and 12 to the place of beginning, all in Township 9 North, Ranges 7 and 8 West, W. M.

(Res. 54-1936; j. Ref. 552 B; 12-31-36)

2.04.100 ALTOONA PRECINCT—1936 BOUNDARIES.

The 1936 boundaries of the Altoona Precinct are as follows:

Beginning at the common corner to Sections 1, 2, 11 and 12, in Township 9 North, Range 8 West, W. M.; thence West on the Section line between Sections 2 and 11, 3 and 10 and 4 and 9 to the Columbia River; thence Southerly and Easterly along the Columbia River in front of Sections 9, 16, 15 and 14 to a point on the center line between the East and West Half of said Section 14; thence North on said line between the East and West to a point on the section line between Sections 11 and 14; thence East on the said Section to the common corner to Sections 11, 12, 13 and 14; thence North on the Section line between Sections 11 and 12 to the place of beginning, all in Township 9 North, Range 8 West, W. M.

(Res. 54-1936; j. Ref. 552 B; 12-31-36)

2.04.110 CONSOLIDATED ALTOONA PRECINCT.

The polling places of Altoona Precinct and Dahlia Precinct are hereby consolidated and shall be known as Altoona Precinct, and all voters heretofore registered in Dahlia Precinct will be considered to be registered in, and shall hereafter when required by law to register, shall register with the County Auditor or a duly qualified and acting deputy Registrar, and to vote at the regular polling place in Altoona Precinct, or at such other place as may hereafter be designated.

(Res. 115-1953; j. Ref. J-517; 11-3-53)

2.04.120 EDEN PRECINCT—1936 BOUNDARIES.

The 1936 boundaries of the Eden Precinct are as follows:

Beginning at a point on the Township line between Townships 9 and 10 North, Range 8 West, W. M., at the common corner to Sections 32 and 33 in Twp. 10 North and Sections 4 and 5 in Twp. 9 North; thence East on said Township line to a point between Sections 33 and 34; thence North on the Section line between said Sections 33 and 34 to the center of said Section line between said sections; thence East on the line between the North and South Half of Section 34 to the section line between Sections 34 and 35; thence North on said Section line to the Northwest corner of the Southwest Quarter of the Northwest Quarter of Section 35; thence East on the line between the North and South line of the said Northwest Quarter of Section 35 to a point on the line between the East and West Half of said Section 35; thence North on said line between the East and West half to the Section line between Sections 26 and 35; thence East on the Section line between Sections 26 and 35 and 25 and 36, Twp. 10 North, Range 8 West, and Sections 30 and 31 of Twp. 10 North, Range 7 West to the common corner to Sections 29, 30, 31 and 32; thence South on the Section line between Sections 31 and 32 and 5 and 6 to the common corner to Sections 5, 6, 7 and 8; thence West on the Section line between Sections 6 and 7, in Township 9 North of Range 7 West, and Sections 1 and 12, 2 and 11, 3 and 10 and 4 and 9 in Township 9 North of Range 8 West to the Columbia River; thence Northerly and Easterly along the Columbia River to the section line between Sections 4 and 5; thence North on said Section line to the place of beginning; all in Townships 9 and 10 North, Ranges 7 and 8 West, W.M.

(Res. 54-1936; j. Ref. 552 B; 12-31-36)

2.04.130 ROSBURG PRECINCT—1936 BOUNDARIES.

The 1936 boundaries of the Rosburg precinct are as follows:

Beginning at the common corner to Sections 10, 11, 14 and 15 in Township 10 North of Range 8 West, Willamette Meridian, thence South on the section line between Sections 14 and 15 to the center of said section line between Sections 14 and 15; thence West on the line between the North and South Half of Sections 15 and 16 to the center of Section 16; thence South on the line between the East and West Half of Sections 16 and 21 to the Section line between Sections 21 and 28; thence West on said Section line between Sections 21 and 28 to the common corner to Sections 20, 21, 28 and 29; thence South on the Section line between Sections 28 and 29 to the common corner to Northwest Quarter and the Southwest Quarter of the Northwest Quarter of Section 28 and the Northeast Quarter and the Southeast Quarter of the Northeast Quarter of Section 29; thence West to Deep River; thence Southerly along Deep River to a point on the line between the North and South Half of the Southeast Quarter of said Section 29; thence East on said line between the North and South Half to the Section line between Sections 28 and 29; thence South on the Section line between Sections 28 and 29; 32 and 33, to the township line between Townships 9 and 10 North; thence East on said township line to a point between Sections 33 and 34; thence North on the Section line between said Sections 33 and 34 to the center of said Section line between said Sections; thence East on the line between the North and South Half of Section 34 to the Section line between Sections 34 and 35; thence North on said section line to the Northwest corner of the Southwest Quarter of the Northwest Quarter of Section 35; thence East on the line between the North and South of the said Northwest Quarter of Section 35, to a point on the line between the East and West Half of said Section 35; thence North on said line between the East and West Half to the Section line between Sections 26 and 35; thence East on the section line between Sections 26 and 35 and 25 and 36, Twp. 10 North, Range 8 West, and Sections 30 and 31 of Twp. 10 North, Range 7 West to the common corner to Sections 29, 30, 31 and 32; thence North on the section line between Sections 29 and 30 to the common corner between Sections 19, 20, 29 and 30; thence West along the section line between Sections 19 and 30, Twp. 10 North, Range 7 West and Sections 24 and 25 of Twp. 10 North, Range 8 West, to the common corner to Sections 23, 24, 25 and 26; thence North along the Section line of Sections 23 and 24, 13 and 14 to the common corner to Sections 11, 12, 13 and 14; thence West on the section line between Sections 11 and 14 to the place of beginning, all in Township 10 North of Ranges 7 and 8 West, Willamette Meridian.

(Res. 54-1936; j. Ref. 552 B; 12-31-36)

2.04.140 CONSOLIDATED ROSBURG PRECINCT.

The polling places of Rosburg Precinct and Eden Precinct are hereby consolidated and shall be known as Rosburg Precinct and all voters heretofore registered in Eden Precinct will be considered to be registered, and shall hereafter when required by law to register, shall register with the County Auditor or a duly qualified and acting deputy Registrar, and to vote at the regular polling place in Rosburg Precinct or at such other place as may hereafter be designated.

(Res. 115-1953; j. Ref. J-517; 11-3-53)

2.04.150 ROSBURG AND ALTOONA PRECINCTS COMBINED.

The Altoona and Rosburg precincts are hereby combined.

2.04.151 COMBINED PRECINCT—PLACE OF VOTING.

The place of voting for said combined precinct is designated as the Community Hall at Rosburg.

2.04.152 COMBINED PRECINCT—NAME DESIGNATED.

The said combined precinct is hereby designated the Rosburg-Altoona Precinct.

2.04.153 BOUNDARIES OF COMBINED ROSBURG-ALTOONA PRECINCTS.

The boundaries of the Rosburg-Altoona Precinct are hereby declared to be co-extensive and the same as the individual boundaries of the former precincts of Rosburg and Altoona as the same existed immediately prior to the passage of this Section.

(Res. 187-1972; j. Ref. L-139; 7-17-72)

2.04.160 DEEP RIVER PRECINCT.

The following described portion of Wahkiakum County shall be known as Deep River Precinct:

Beginning at the Northwest corner of Section 6, Twp. 10 North, Range 8 West, W. M., the same being the Northwest corner of Wahkiakum County; thence East on the County line to the section line between Sections 2 and 3, said Township and Range; thence South on the Section line between Sections 2 and 3, 10 and 11 and 14 and 15 to the center of said section line between Sections 14 and 15; thence West on the line between the North and South Half of Sections 15 and 16 to the center of Sections 15 and 16 to the center of Section 16; thence South on the line between the East and West Half of Sections 16 and 21 to the section line between Sections 21 and 28; thence West on said Section line between Sections 21 and 28 to the common corner to Sections 20, 21, 28 and 29; thence South on the section line between Sections 28 and 29 to the common corner to the Northwest Quarter and the Southwest Quarter of the Northwest Quarter of Section 28, and the Northeast Quarter and the Southeast Quarter of the Northeast Quarter of Section 29; thence West to Deep River; thence southerly along Deep River to a point on the line between the North and South Half of the Southeast Quarter of said Section 29; thence East on said line between the North and South Half to the Section line between Sections 28 and 29; thence South on the section line between Sections 28 and 29, 32 and 33, and 4 and 5 to the Columbia River; thence Westerly along the Columbia River to the county line between Wahkiakum and Pacific Counties; thence North along said county line to the place of beginning, all in Townships 9 and 10 North of Range 8 West, W. M.

(Res. 54-1936; j. Ref. 552B; 12-31-36)

2.04.170 GRAYS RIVER PRECINCT.

The following described portion of Wahkiakum County shall be known as Grays River Precinct:

Beginning at a point on the county line between Pacific and Wahkiakum Counties on the Section line between Sections 2 and 3, Township 10 North of Range 7 West, W. M.; thence South on the section line between Sections 2 and 3, 10 and 11, 14 and 15 and 22 and 23, to the common corner to Sections 22, 23, 26 and 27; thence West on the Section line between Sections 22 and 27, 21 and 28, 20 and 29, and 21 and 30 in Township 10 North of Range 7 West, and Sections 24 and 25 in Township 10 North of Range 8 West to the common corner to Sections 23, 24, 25 and 26; thence North on the section line between Sections 23 and 24 and 13 and 14 to the common corner to Sections 11, 12, 13 and 14; thence West on the Section line between Sections 11 and 14 to the common corner to Sections 10, 11, 14 and 15; thence North on the section line between Sections 10 and 11 and 2 and 3 to the County line between Pacific and Wahkiakum Counties; thence East along said County line in Ranges 8 and 7 West to the place of beginning, all in Township 10 North of Ranges 7 and 8 West, W. M.

(Res. 54-1936; j. Ref. 552 B; 12-31-36)

2.04.180 NORTH CATHLAMET PRECINCT.

The following described portion of Wahkiakum County shall be known as North Cathlamet Precinct:

All that portion of the Town of Cathlamet lying North and West of a line described as follows: Beginning in the center of Secondary State Highway No. 12F on the Columbia River at the Puget Island bridge thence Northerly along the center line of the said Secondary State Highway 12F to Main Street, and Northerly and Easterly along the center line of Main Street to Birnie Creek; thence East to the Easterly city limits of said Town.

(Res. 118-1953; j. Ref. J-520; 12-31-53)

2.04.190 SOUTH CATHLAMET PRECINCT.

The following described portion of Wahkiakum County shall be known as South Cathlamet Precinct:

All that portion of the Town of Cathlamet lying South and East of a line described as follows: Beginning in the center of Secondary State Highway No. 12F on the Columbia River at the Puget Island bridge; thence Northerly along the center line of said Secondary State Highway 12F to Main Street and Northerly and Easterly along the center line of Main Street to Birnie Creek; thence East to the Easterly city limits of said Town.

(Res. 118-1953; j.Ref. J-520; 12-31-53)

2.04.200 COLUMBIA PRECINCT.

The following described portion of Wahkiakum County shall be known as the Columbia Precinct:

Beginning at a point on the county line between Cowlitz and Wahkiakum Counties on the Section line between Sections 6 and 7, in Township 8 North, Range 4 WWM; thence South on said County line to the North bank of the Columbia River; thence Westerly along the meander of said North bank of the Columbia River and of the North bank of the Cathlamet Channel of said river to the intersection thereof with the dividing line between the James Birnie and A.C. Anderson Donation Land Claims, and which is also the North-South centerline of Sections 1 and 12 in Township 8 North, Range 6 WWM; thence North along said dividing line to the intersection thereof with the North line of said Township 8 North; thence East on said Township line to the section line between Sections 4 and 5, in Township 8 North, Range 5 WWM; thence South on the section line between said Sections 4, 5, 8 and 9 in said Township and Range; thence East on the section line between said Sections 4 and 9, 3 and 10, 2 and 11, and 1 and 12 in said Township 9 North, Range 5 WWM, and between Sections 6 and 7 in Township 8 North, Range 4 WWM, to the place of beginning.

(Res. 12-85; Res. 54-1936; Comm. J. Ref. 552B, 12-31-36)

2.04.210 PRECINCTS RENUMBERED.

- (a) The presently existing precincts in Wahkiakum County, Washington, are consecutively renumbered for purpose of preparation of maps and the tabulation of population for apportionment purposes as follows, to-wit:

<u>District No.:</u>	<u>Precinct Name:</u>
1.	Deep River
2.	Grays River
3.	Rosburg-Altoona
4.	Skamokawa

- 5. Elochoman
- 6. Rosedale
- 7. Columbia
- 8. East Puget Island
- 9. West Puget Island
- 10. South Cathlamet
- 11. North Cathlamet

(b) The maps of the planning commission, auditor and other official maps of the County shall be corrected to correspond with this section.

(Res. 12-85 §§ 2, 3)

2.04.220 COUNTY COMMISSIONER DISTRICT NO. TWO.

The County Commissioner District No. Two shall be comprised of the following voting precincts: Skamokawa, Elochoman, Rosedale and Columbia.

(Res. 12-85 § 4)

Chapter 2.08 COUNTY COMMISSIONER DISTRICTS

2.08.010 COMMISSIONER DISTRICTS ESTABLISHED.

The County Commissioner Districts of Wahkiakum County are reaffirmed and established as follows:

A. Commissioner District No. One:

Precincts:

- West Puget Island
- East Puget Island
- South Cathlamet

B. Commissioner District No. Two:

Precincts:

- North Cathlamet
- Rosedale
- Elochoman
- Columbia

C. Commissioner District No. Three:

Precincts:

- Skamokawa
- Altoona-Rosburg
- Deep River

Grays River

(Res. 29-02 § 3; Res. 12-85 § 4; Res. 15-78 § 1; Res. 173-1968; j. ref. K-493; 7-8-68)

Chapter 2.09 BOARD OF COUNTY COMMISSIONERS' CLERK

2.09.010 TRANSFER OF CONTROL OF CLERK.

Effective January 1, 2004, the control of county employee, Holly Pfenniger, is transferred from the County Auditor's Office to the Board of County Commissioners. Thereafter, the said Holly Pfenniger shall be deemed an employee of the Board of County Commissioners for all purposes.

(Res. 184-03 § 1)

2.09.020 EFFECTIVE DATE.

Effective January 1, 2004, Holly Pfenniger is designated to serve as Clerk of the Board of County Commissioners for Wahkiakum County.

(Res. 184-03 § 2)

2.09.030 STATUS AND SALARY OF CLERK.

The Clerk of the Board of County Commissioners serves at the pleasure of the Board of County Commissioners. The position of Clerk of the Board of County Commissioners is subject to the provisions of Sections 2.55.320 through 2.55.360 and RCWC Chapter 2.135.

(Res. 184-03 § 3)

2.09.040 SUPERVISION OF CLERK.

The day-to-day supervision of the Clerk of the Board of County Commissioners is vested in the Chairman of the Board of County Commissioners. The power to terminate the Clerk of the Board is vested in the Board of County Commissioners.

(Res. 184-03 § 4)

2.09.050 DUTIES OF CLERK.

The Clerk of the Board of County Commissioners shall perform the following duties:

1. Record all of the proceedings of the Board of County Commissioners;
2. Make full entries of all of their resolutions and decisions on all questions concerning the raising of money for and the allowance of accounts against the county;
3. Record the vote of each member on any question upon which there is a division or at the request of any member present;
4. Record the reports of the county treasurer of the receipts and disbursements of the county;
5. Preserve and file all accounts acted upon by the Board of County Commissioners;

6. Preserve and file all petitions and applications for franchises and record the action of the Board of County Commissioners thereon;
7. Record all orders levying taxes; and
8. Perform all other duties required by any rule or order of the Board of County Commissioners.

(Res. 184-03 § 5)

2.09.060 STORAGE OF RECORDS.

The Clerk of the Board shall store all permanent records of the Board of County Commissioners in the Auditor's vault maintained on the second floor of the Wahkiakum County Courthouse subject to the Auditor's rules regarding storage of records in said vault.

(Res. 184-03 § 6)

Chapter 2.10 SINGLE UNIT COUNTY ROAD SYSTEM

2.10.010 SINGLE UNIT ROAD SYSTEM ADOPTED.

In accordance with Section 5, Chapter 187, Session Laws of 1937 and the recommendation of the County Road Engineer, instead of three Road Districts comprising each of the Commissioner's Districts, the entire County shall operate under one District and be hereafter known as a Single Unit County Road System.

(Res. 145-1953; j. Ref. K-72; 2-2-59)

Chapter 2.12 COURTHOUSE

2.12.010 COURTHOUSE AND GROUNDS—CHILDREN FORBIDDEN.

It is hereby ordered that children be forbidden the use of the Courthouse and grounds for a playground and that the janitor be invested with the authority to order them off the property.

(Res. 79-1942; j. Ref. I-371; 3-4-42)

2.12.020 USE OF COURTHOUSE BY PUBLIC—RENT.

It is hereby ordered by the Board that persons wishing to have meetings in the Courthouse must obtain permission from the County Auditor and pay one dollar for lights used during each such meeting, and that no permission will be granted for any meeting in the Court Room on the night before the regular or any special term of the Superior Court.

(Res. 55-1936; j.Ref. H-581)

Chapter 2.16 OFFICE HOURS, EMPLOYEE HOURS AND MEETING DATES

2.16.010 OFFICE HOURS.

- A. All County offices shall be kept open for the transaction of business Monday through Friday of each week between the hours of 8:00 A.M. and 4:00 P.M., exclusive of legal holidays or special closures authorized by the Board of County Commissioners on an emergency basis or otherwise by law.
- B. The hours set forth herein shall not apply to courts of record and part-time offices.

(Res. 2-77 §§ 1, 2; j. Ref. M-6; 1-17-77)

2.16.012 HOLIDAYS OBSERVED.

Legal holidays in Wahkiakum County shall be as follows:

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday immediately following Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

(Res. No. 120-23, § 1, 9-5-23)

2.16.015 INCLEMENT WEATHER OPERATIONS.

- A. General Policy.
 - 1. It is the policy of the Board of County Commissioners to consistently maintain regular business hours for all county offices for public access to county services at all times including periods of inclement weather.
 - 2. It is the duty of each individual department head and elected official to uniformly implement this policy within their respective offices. This policy governs all offices with the exception of Superior and District Courts, where the presiding judges will set the hours for sessions of the Court.
 - 3. Procedurally, the individual department head or elected official may authorize individual employees accrued annual leave time off during inclement weather if it accommodates the special need or circumstance of the employee and does not unduly disrupt the operations of a particular office.
- B. Alteration of Operating Hours.
 - 1. Normal operating hours shall not be altered or amended unless a particular building, buildings, or work space are determined to be unsafe for occupancy. Typical conditions which could cause an unsafe circumstance may include, but are not limited to, fire, flood, earthquake, and the like. Determination of

unsafe conditions may be made by either the Board of County Commissioners, the building official and/or fire chief of the jurisdiction in which the building is located, or the Director of Public Works for the County. In cases where an unsafe condition exists, the County may either relocate affected employees to an alternate work site or place those employees on administrative leave until such time as the affected building or work space is safe to re-occupy. It shall be at the sole discretion of the Board of Commissioners to relocate affected employees or authorize administrative leave in those situations.

2. A temporary power outage in and of itself does not constitute an unsafe condition; therefore, department heads and elected officials shall develop contingency operating plans for those occurrences.

(Res. 13-98 §§ 1, 2)

2.16.020 REST AND LUNCH BREAKS.

- A. In County offices having two or more full-time employees, coffee or rest breaks and lunch hours shall be staggered so that at no time shall said offices be closed to the public by reason of lunch hours, coffee or rest breaks, or unnecessary absence of employees for personal reasons.
- B. Coffee or rest breaks shall not exceed fifteen minutes per employee and each employee shall be entitled to one coffee or rest break in the morning and one coffee or rest break in the afternoon, consistent with other provisions of this chapter.

(Res. 2-77 §§ 3, 4; j. Ref. M-6; 1-17-77)

2.16.030 REGULAR MEETING TIME AND DATES—BOARD OF COUNTY COMMISSIONERS.

The Board of County Commissioners shall hold regular meetings on the first, second, third and fourth Tuesdays of each month, commencing at the hour of 9:30 A.M. Unless otherwise ordered by the Board, regular meetings shall be held in the Commissioners' Meeting Room, Suite C, Hanigan Building, 68 Main Street, Cathlamet, Washington.

(Res. 9-89 § 1; Ref. L-262; 1-7-74)

2.16.040 MEETINGS ON HOLIDAYS.

If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day.

(Res. 9-89 § 2)

2.16.050 SPECIAL MEETINGS AND EMERGENCY MEETINGS.

Special meetings, emergency meetings, adjournments and continuances shall be governed by the provisions of the Open Public Meetings Act of 1971, Chapter 42.30 of the Revised Code of Washington.

(Res. 9-89 § 3)

2.16.060 QUORUM—TELEPHONE PARTICIPATION.

The physical presence of two of the members of the Board of County Commissioners at any meeting thereof shall constitute a quorum to do business. With the unanimous consent of the Board of County Commissioners, a member of the Board may participate and vote in a meeting of the Board by means of a conference telephone or

similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time and participation by such means shall constitute presence in person at a meeting.

(Res. 9-89 § 4)

2.16.070 COUNTY AUDITOR.

The Wahkiakum County Auditor, whose address is 2nd Floor, Wahkiakum County Courthouse, 64 Main Street, P.O. Box 543, Cathlamet, Washington 98612, is hereby appointed as the agent to receive any claim for damages made against the County of Wahkiakum under the provisions of Chapter 4.96 of the Revised Code of Washington. The normal business hours of the Wahkiakum County Auditor's Office at said address are 8:00 A.M. to 4:00 P.M., Monday through Friday, except for legal holidays.

(Res. 24-02 § 1)

Chapter 2.18 CELLULAR TELEPHONE POLICY

2.18.010 USE OF COUNTY OWNED CELLULAR PHONES.

- A. The County cellular phones are for County business only. The only exceptions to this are if an employee is unable to get home as planned and needs to call his/her residence and other means are unreasonably difficult.
- B. Each employee to whom a County cellular phone has been assigned shall check his/her bills monthly upon presentation and note any personal calls on the County cellular phones. Personal calls shall be paid by check or money order made payable to the cellular phone service provided which payment shall be delivered to the department head or his/her designee within five working days of presentation of the bill for review.

(Res. 71-97 § 1)

2.18.020 USE OF PRIVATELY OWNED AND AUTHORIZED CELLULAR PHONES.

- A. With the prior written approval of the affected department head or elected official, employees may purchase a cellular phone at their own expense and have that phone placed upon the governmental billing plan. In order to be approved for the governmental billing plan, employees must demonstrate a legitimate County business related reason for needing a cellular telephone. Such phones must also be available for use by the County in a declared emergency if requested by the Sheriff or his/her designee. The County will pay any expenses associated with the use of the phone during the period that it has the phone in its possession or under its control. Phone numbers for such phones must be made available to the E911 Center.
- B. Employees who elect to utilize this option must sign an agreement with the County authorizing the amount of any delinquent charges owing to the cellular service provider to be deducted from their earnings.
- C. Employees who have a cellular phone on the County's governmental plan must keep their phone bill current. For any employee whose bill is delinquent for more than thirty days, the County will have the service "turned off" by the cellular service provider and the agreement between the employee and the County which allows the County to deduct the delinquent amount will become effective.

(Res. 71-97 § 2)

2.18.030 RESERVE DEPUTIES AND SEARCH AND RESCUE VOLUNTEERS.

- A. With the prior written approval of the Sheriff, Reserve Deputies and Search and Rescue Volunteers may also purchase cellular phones at their own expense. Such phones may be authorized for use on the County's governmental plan, however, the phones must be available for use by the County in a declared emergency if requested by the Sheriff or his/her designee. Such phones must also be available for use in connection with search and rescue and reserve deputy operations. The County will pay any expenses associated with the use of the phone during the period that it has the phone in its possession or under its control. Search and Rescue Volunteers and Reserve Deputies shall provide their cellular telephone numbers to the County's E911 Communications Center.
- B. Reserve Deputies and Search and Rescue Volunteers who elect to utilize this option must keep their accounts with the cellular service provider current. Any delinquency (defined as delinquent more than one billing period) will result in immediate termination of service with the cellular service provider and an offset against the deposit held by the County. The Reserve Deputy or Search and Rescue Volunteer shall be personally liable for all cellular telephone charges incurred for personal calls.
- C. To be eligible for use of his/her cellular telephone on the County's government plan, the Reserve Deputy or Search and Rescue Volunteer must first place the sum of Fifty Dollars on deposit with the County Treasurer. The Reserve Deputy or Search and Rescue Volunteer must also sign an agreement authorizing the County to offset against such deposit the amount of any delinquent charges owed to the cellular service provider. When the Reserve Deputy or Search and Rescue Volunteer is no longer participating in the government billing program, the County shall refund any remaining portion of the deposit.

(Res. 71-97 § 3)

2.18.040 LOST OR STOLEN PHONES.

If any cellular phone governed by this policy is lost or stolen, then the employee in charge of such phone shall immediately notify the cellular phone provider and the affected department head.

(Res. 71-97 § 4)

Chapter 2.20 ADMINISTRATIVE PROCEDURE

2.20.010 BUDGETARY DEADLINES.

Pursuant to Chapter 136, Laws of 1971, 1st Ex. Session, the following budgetary deadlines are hereby established:

- (1) The first Monday in December shall be the date of the Commissioner's budget hearing.
- (2) The second Monday in September shall be the date by which the Auditor shall have notified in writing each county official, to file on or before the second Monday in October, the detailed and itemized estimates of revenues and expenditures.
- (3) The first Tuesday in November shall be the date that the Board of County Commissioners shall consider the budget submitted by the County Auditor in detail, making any revisions or additions it deems advisable.
- (4) The first Monday in September shall be the date that the County Road Engineer shall file with the Board of County Commissioners a recommended plan for the laying out, construction, maintenance and special maintenance of county roads for the ensuing fiscal year.

(Res. 186-1971; j.ref. L-85; 8-16-71)

2.20.020 BLANKET VOUCHER SYSTEM ADOPTED.

The blanket voucher system for signing vouchers is hereby adopted.

(Res. 160-1965; j. Ref. K-288; 3-1-65)

2.20.030 INTEREST ON WARRANTS.

It is hereby ordered by the Board that the interest on warrants be reduced from 4% to 3%, to take effect January 1, 1943.

(Res. 85-1642; j.ref.I-429; 11-2-42)

2.20.050 CLAIMS AGAINST COUNTY—FORM.

It is hereby ordered that the Clerk of the Board is directed to return all claims to claimants when they have not been properly sworn to. And it is further ordered that no claim be allowed by this Board unless they have been properly sworn to before some officer, authorized to take acknowledgments.

(Res. 17-1911; j.ref. E-102; 1-10-11)

2.20.060 CLAIMS AGAINST COUNTY—AFFIDAVIT—ITEMIZED BILL REQUIRED.

It is by the Board ordered that hereafter all claims filed with the clerk of this Board for submission to the Auditor for action thereon by said Board shall be required to have attached thereto the affidavit of the claimant therein named as to the validity and justness thereof and that the amount therein designated is true and correct. Also, said bills must be itemized.

(Res. 9-1899; j.ref. B-240; 1-2-1899)

2.20.110 WARRANTS FOR OFFICIALS' SALARIES—AUDITOR'S AUTHORITY.

It is hereby ordered that the County Auditor be and is hereby authorized on and after this date, on the first Monday of each month as provided by law, to draw warrants on the County Treasury in favor of each salaried officer of the county for the amount of his or her monthly salary upon their complying with the statutes relative to the fees collected by them.

(Res. 4-1891; j. Ref. C-342; 2-2-1891)

2.20.120 COURTHOUSE EMPLOYEES TO CONSERVE ELECTRICITY.

It is hereby ordered by the Board that all courthouse employees cooperate in conserving electricity by turning off the lights when the same are not necessary and when leaving the offices at night. The janitor is hereby instructed to help by checking on the various employees and reminding them of this order when necessary.

(Res. 77-1942; j. Ref. I-371; 3-2-42)

2.20.130 COUNTY CONTRACTS TO BEAR PROSECUTOR'S SIGNATURE.

All county contracts and agreements shall bear the county prosecutor's signature.

(Res. 131-1957; j. Ref. J-644; 4-1-57)

2.20.140 SUPERVISION OF DIKING DISTRICT NO. 5.

It is hereby ordered by the Board of County Commissioners of Wahkiakum County, as follows: That the Board of County Commissioners take over the Supervision and administration of the affairs of Diking District Number Five (5) of Wahkiakum County until such further time as the real property owners within Diking District Number Five desire to resume the annual election of Commissioners for said District.

(Res. 89-1946; j. Ref. J-45; 5-6-46)

Chapter 2.22 INDEMNIFICATION OF OFFICERS AND EMPLOYEES

2.22.010 POLICY DECLARATION.

It is declared the policy of Wahkiakum County that it will defend and pay damages for acts of County officers, employees and their marital communities for acts or omissions committed by such officers and employees while within the scope of their official County duties, under the guidelines and circumstances set out in this chapter.

(Res. 10-86 (part))

2.22.020 DEFENSE REQUEST GRANT.

Consistent with the powers vested in the County Legislative Authority by RCW 36.16.134, whenever an action or proceeding for damages is brought against any officer or employee of this County where it has been determined pursuant to Section 2.22.030 that such action or proceeding arose from acts or omissions while performing or in good faith purporting to perform his or her official duties and when such officer or employee has requested defense of the action or proceeding at the expense of the County, the Board of County Commissioners shall be deemed to have granted such request. Upon such granting of the request, the necessary expenses of defending the action or proceeding by the Prosecuting Attorney or defense counsel employed by the County at the direction of the Prosecuting Attorney shall be paid by the County and any final money judgment against the officer or employee shall be paid by the County.

(Res. 10-86 § 1)

2.22.030 PROSECUTING ATTORNEY POWERS.

The Board of County Commissioners delegates to the Prosecuting Attorney the final determination of any and all questions relating to the following issues:

- A. Whether acts or omissions performed by a County officer or employee were or in good faith purported to be within the scope of that person's official County duties; and
- B. Whether, for purposes of the issues raised by an action or proceeding for damages, a particular person is in fact a County officer or employee.

(Res. 10-86 § 2)

2.22.040 DEFENSE RESPONSIBILITY AND RECOMMENDATION.

Where a County officer, employee or his or her marital community is sued for an act determined pursuant to Section 2.22.030 to be within the scope of such officer's or employee's official duties, the Prosecuting Attorney

shall be responsible for defense of that person or marital community, and shall direct recommendations, if any, for settlement of such suits to the Board of County Commissioners. In arriving at any such recommendation for settlement, the Prosecuting Attorney shall consult with the County agency most involved with the litigation and/or named as a party to the lawsuit.

(Res. 10-86 § 3)

2.22.050 PROHIBITED ACTS.

Except as specifically directed by the Prosecuting Attorney, no County agency and no County officer or employee may engage in any of the following acts with respect to actions or proceedings for damages defended pursuant to this resolution:

- A. Negotiate or otherwise affect the settlement of such an action or proceeding for damages against the County;
- B. Make an admission of liability involving such an action or proceeding for damage against the County; and
- C. Discuss with persons who are not County employees incidents which could reasonably lead to actions or proceedings for damages against the County, or its officers or employees.

(Res. 10-86 § 4)

2.22.060 OFFICER AND EMPLOYEE DUTIES.

Each officer or employee of the County desiring the protection of the policy and protection offered by this chapter shall have an affirmative duty to:

- A. Make a written request to the Prosecuting Attorney which shall be considered a confidential and privileged communication between attorney and client setting forth in full the facts and circumstances known to such person together with all copies of any summons, demand or claim, complaint or other information in his possession relative thereto, including the date upon which he or she was served or received such demand claim or pleading;
- B. At all times cooperate in full with the Prosecuting Attorney in attending hearings, court sessions, deposition proceedings, completing interrogatories, viewing the scene of any act and interviews as required by the Prosecuting Attorney;
- C. To the extent that such officer or employee may have any insurance independent of the County that would provide coverage for defense costs or damages, any cross-claim, counterclaim or any other right to collect from or be reimbursed from any third person for costs of the defense or damages suffered by reason of the acts of the claimant, such employee or officer defended by the County shall subrogate to the County to the extent of its costs and damages; and
- D. Do nothing that would impede the ability of the County to avoid liability on behalf of such indemnification and defended officer or employee.

(Res. 10-86 § 5)

2.22.070 RESERVATION FOR GOOD FAITH DETERMINATION.

The County in defending or paying damages on behalf of any employee or officer under this policy, shall have the right to enter into a reservation or rights on behalf of the County with such employee or officer relative to later

determining that such acts or omissions were not committed in good faith or within the scope of the duties of the employees or officer. In such event, the County may require such employee or officer to reimburse the County.

(Res. 10-86 § 6)

2.22.080 SEVERABILITY.

Should any section, subsection, paragraph, sentence, clause or phrase of this chapter be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution.

(Res. 10-86 § 7)

Chapter 2.23 INVESTIGATION OF ACCIDENT

2.23.010 REPORT OF ACCIDENT REQUIRED.

Every accident suffered upon County property or in which any County employee is involved while on the job, either as the tortfeasor or as the victim, shall be reported to the Sheriff's Office immediately so that photographs may be taken, witnesses interviewed and such other actions may be taken as are normal for the investigation of accidents.

(Res. 14-78 § 1)

2.23.020 DEPARTMENT HEAD TO INVESTIGATE SCENE.

In the event of any such accident in which personal injuries have been suffered or it may reasonably be suggested that personal injuries could be alleged to have been suffered, the Department Head or Heads with responsibility for the property of the County or employee of the County shall be notified by the Sheriff's Department to respond to the scene for the purpose of observation and investigation, including accidents in which a single vehicle is involved on a County road.

(Res. 14-78 § 2)

2.23.030 NOTIFICATION OF PROSECUTING ATTORNEY BY SHERIFF'S DEPARTMENT.

In the event that any such accident involves property of or an employee of the Sheriff's Department, the Prosecuting Attorney or his deputy shall be notified by the Sheriff's Department to respond to the scene for the purpose of observation and investigation.

(Res. 14-78 § 3)

2.23.040 REPORT FORM.

Each person reporting an accident shall do so on a form prepared by the Prosecuting Attorney and provided each office.

(Res. 14-78 § 4)

2.23.050 PHOTOGRAPHY OF ACCIDENT REQUIRED.

As the best method of preserving accidents is by photographic evidence, each patrol car of the Sheriff's Department, the County Engineer's car, and such other vehicles as the Board of County Commissioners may from time to time designate by motion, shall be equipped with a camera and film.

(Res. 14-78 § 5)

2.23.060 REPORT FILING.

All reports of accidents shall be filed with the County Auditor who shall maintain a permanent file for such purposes. The Auditor shall maintain such reports for a period of four years from the date of the accident, except that in the event of accidents involving a minor such reports shall be kept until such minor has attained the age of nineteen years of age.

(Res. 14-78 § 6)

Chapter 2.25 FEES

2.25.010 FEES REQUIRED FOR THE RECORDING AND ADMINISTRATION OF SURVEY RECORDS.

The Wahkiakum County Auditor shall charge the following fees and charges for the recording and administration of survey records pursuant to Chapter 50, Laws of 1973, to-wit:

- (1) Record of Survey-Filing Fees:
 - (a) \$10.00 for the first page
 - (b) \$ 5.00 for each additional page
 - (c) \$ 1.00 for each additional owner's name to be indexed.
- (2) Copies of Recorded Surveys:
 - (a) \$5.00 for the first page
 - (b) \$3.00 for each additional page
- (3) Record of Monument-Filing fees
 - (a) \$10.00 for the first page
 - (b) \$ 2.00 for each additional page
 - (c) \$ 1.00 for each additional owner's name affected
- (4) Copies of Recorded Monuments:
 - (a) \$2.00 for the first page
 - (b) \$1.00 for each additional page

(Res. 189-1973; j. ref. L-203; 6-18-73)

2.25.020 FEE REQUIRED FOR OPEN SPACE CLASS DESIGNATION.

There shall be charged a fee of \$50.00 at the time of filing application for the classification of land under Open Space Class and an additional \$50.00 if approved.

(Res. 181-1970; j. ref. L-46; 12-21-70)

Chapter 2.36 JUROR COMPENSATION

2.36.010 APPLICABILITY.

This chapter shall apply to all jurors called by the County for criminal, civil or other jury panels, be they for Superior Court, District Court, Grand Jury, Coroner Jury or other proceedings in which a juror may serve, and shall include mileage as provided in RCW 43.03.060.

(Res. 17-79 § 1)

2.36.020 COMPENSATION—NONEMPANELED JUROR.

Persons called for jury service, but not empaneled for service as a jury, shall be compensated at the rate of Fifteen Dollars per day plus statutory mileage.

(Res. 17-79 § 2)

2.36.030 COMPENSATION—EMPANELED JUROR.

Persons called for jury service and empaneled upon a jury shall be compensated at the rate of Twenty-Five Dollars per day plus statutory mileage.

(Res. 17-79 § 3)

2.36.040 EFFECTIVE DATE.

The resolution codified in this chapter shall be effective commencing immediately upon its passage by the Board of County Commissioners.

(Res. 17-79 § 4)

Chapter 2.45 COUNTY PROPERTY

2.45.010 CAPITALIZED ASSETS.

A. Policy and Definition.

1. Capitalized assets are tangible assets held and used in county operations that have a service life of more than one year and a unit cost of \$5,000.00 or more. Assets acquired by way of lease agreements meeting the definition of a capitalized asset will be capitalized. Capitalized assets shall be as classified as land, buildings, equipment, computer equipment, and capital leases.
2. Sound discretion is to be used in the interpretation of this policy. Department heads shall consult the County Auditor's Office for clarification regarding the classification of assets.

3. Public works accounting shall oversee the maintenance of Public Works assets.
- B. Major Categories of Assets. It is the policy of Wahkiakum County to have clear and concise definitions of asset categories for use by all funds and departments in order to provide uniform application throughout the County.
1. Land is acquired by the County for its own use, right-of-way, as tax foreclosure property, or property held for longer than one year. Purchased land is capitalized at the purchase price plus any costs incurred to put the land in the condition necessary for its intended use, such as legal fees, right-of-way survey, and excavation costs. Right-of-way land is not included in the financial statements.
 2. Buildings are freestanding structures with walls (or framing) and roofs.
 3. Equipment includes vehicles that can be driven (or pulled) and/or may be licensed for the road. Equipment also includes machinery, furniture, and other apparatus that meet the following conditions:
 - a. The useful life is greater than one year under normal conditions of use, with reasonable care and maintenance.
 - b. The purchase price satisfies the Wahkiakum County capitalization threshold, including shipping, labor, sales taxes, and costs of putting the equipment in service.
 4. Computer Equipment includes CPUs, monitors, printers, scanners, servers, routers, and palm pilots.
 5. Capital Leases are agreements for the acquisition of property and are classified as a capital lease (in substance purchase) when substantially all of the risks and benefits of ownership are assumed by the lessee.

(Res. 073-02 § 1)

2.45.020 ATTRACTIVE ASSETS.

- A. Policy and Definition. "Attractive Assets" are items worth more than three hundred dollars (\$300.00) but the value of which falls below the capitalization threshold set at RCWC 2.45.010(A)(1), and are considered particularly vulnerable to loss. The following items, if worth more than three hundred dollars (\$300.00), are attractive assets, and shall be maintained on an inventory list:
1. Computer Equipment including peripherals such as printers, scanners, monitors, CPU's, palm pilots, etc.
 2. Communications Equipment, Public Safety: Audio and Video Recorders, Portable Radios, Cellular Phones, Pagers.
 3. Optical Devices, Binoculars, Telescopes, Infrared Viewers, and Rangefinders.
 4. Cameras and Photographic Projection Equipment.
 5. Equipment below five thousand dollars (\$5,000.00) acquired by way of lease agreement.
 6. The Following Office Equipment: Compact Disc Players, Radios, Television Sets, Tape Recorders, VCRs and Video Cameras, Video Projectors, Overhead Projectors, Desks, Chairs, Tables, File Cabinets, Fans, Desk lamps, Computer Stands, Typewriter Stands, Bookshelves, Calculators, Fax Machines, Typewriters, Photocopiers, Cellular Phones, and Pagers.
 7. Tools and shop equipment.

(Res. 073-02 § 2)

(Res. No. 54-17, §§ 1, 2, 4-4-17)

2.45.030 ACCOUNTING FOR ASSETS.

- A. Policy and Definition. All capitalized assets and attractive assets as defined in this chapter will be maintained as an inventory item on the County Inventory List. No new asset will be approved for payment until all necessary information is provided.
- B. Procedure.
 - 1. Upon receipt of the capitalized or attractive asset, the receiving agency shall fill out the Asset Information Form (AIF), including the following information:
 - a. Fund/Department
 - b. Location (Building, Room number)
 - c. Description of Asset
 - d. Manufacturer
 - e. Model number
 - f. Serial number
 - g. AP Batch number
 - h. Acquisition Date
 - i. Cost (If donated provide Historical Cost)
 - j. Funding Source
 - i. Grant (one time funding)
 - ii. Operating General Fund
 - iii. Operating Special Revenue Fund
 - iv. Bond Proceeds
 - 2. Submit the completed AIF with the invoice and accounts payable edits list to the Auditor's office for payment. As stated in this policy no new asset will be approved for payment until all the necessary information on the AIF is provided.
 - 3. Once the AIF has been approved, the Auditor's office will enter the information into the County Inventory List and assign the asset an inventory tag. The AIF will be returned to the Auditor's Office with the inventory tag number. The Department Head shall place the inventory tag on the asset.
 - 4. A representative of the Auditor's Office must verify that an inventory tag has been placed on the asset. All Capitalized Assets and Attractive Assets will be tagged; however, the following assets due to their nature and/or their exposure to the weather are not practical to tag:
 - a. Land parcels;
 - b. Land improvements;
 - c. Buildings and their service systems;

- d. Fixed equipment such as scoreboards, telescoping bleachers, built-in lockers and cabinetry, or auditorium seating;
 - e. Licensed vehicles;
 - f. Outdoor recreational equipment.
5. In implementing a fixed asset identification tagging procedure, one of the prime considerations should be the uniformity of the placement of the fixed asset identification tags. In applying the tags, ease of access for subsequent inspections should be the guiding principle. It is not necessarily to deface an asset when applying a tag, but at the same time the tag should not be so remotely placed that it creates hardship in affixing it or finding it during asset verification. Asset tags will be distributed by the Auditor's Office. The following is a guideline for locations to place asset identification tags:
- a. Computers. Computer equipment should be tagged on the right side near the back of the piece of equipment.
 - b. Office Equipment. Office equipment (e.g. fax machines, photocopiers, typewriters) should be tagged on the right side near the back of the piece of equipment.
 - c. Furniture. The tag should be placed to the right hand side of the piece of furniture.
 - d. Appliances. Appliances should be tagged on the top right corner on either the face or side depending on accessibility.
 - e. Shop Equipment. For shop equipment and other heavy machinery the asset identification tags should be placed where a minimum of grease, oil, vibration or heat will be encountered. Tags are intended to last the useful life of the item, so care should be taken when selecting the area the tag is to be placed. Ideally, the tag should be placed on the front of the asset or next to the manufacturer's plate.
 - f. Engineering/Scientific Equipment. For engineering and scientific equipment the asset identification tag should be placed near the manufacturer's identification plate. For larger, less mobile equipment, the tag should be placed on the upper right hand corner of the asset.
 - g. Grounds/Maintenance Equipment. For grounds and maintenance equipment the asset identification tags should be placed where a minimum of grease, oil, vibration or heat will be encountered, preferably near the manufacturer's identification plate.
- C. Capital Leases. All lease purchase agreements must be authorized by the Board of County Commissioners through resolution.

(Res. 073-02 § 3)

(Res. No. 54-17, § 3, 4-4-17)

2.45.040 CAPITALIZED AND ATTRACTIVE ASSET TRANSFERS AND SALES.

- A. Policy and Definition. It is the policy of Wahkiakum County to update the County Inventory List whenever an asset moves from one location to another. Transfers occur when an asset moves within a fund or between funds or departments.
- B. Types of Transfers and Sales.

1. Transfer to Fund/Department. The department head of each of the transferring departments must complete a portion of the AIF related to the transfer activity, and return the completed form to the Auditor's Office. The transfer will be recorded by the Auditor's Office.
2. Transfers to new location within current Fund/Department. Some departments have multiple locations. If an asset is transferred to a new building or floor, the Department Head must fill out the AIF with the location changes and forward to the Auditor's Office.

(Res. 073-02 § 4)

2.45.050 ASSET DISPOSALS AND SURPLUS.

A. Policy and Definition.

1. It is the policy of Wahkiakum County that all asset disposals be recorded in a timely manner. All physical dispositions of assets must be authorized and signed off by the Auditor's Office. For capitalized and attractive assets, the AIF shall be completed by the Department Head and submitted to the Auditor's Office. For assets other than capitalized and attractive assets, an AIF is not required; however, the disposition of such assets must be approved in writing by the Auditor's Office.
2. Any County property that is deemed surplus, but not yet worn out, by the Department Head/Elected Official will be turned over to the Treasurer's office for sale. For capitalized and attractive assets, this requires that an AIF be completed and submitted to the Auditor's Office with a copy to the Treasurer's Office. The Treasurer shall follow the procedures for sales of county property set forth in this Resolution. All assets are considered to belong to the County as a whole, not to a department or fund. Items held for surplus sale are first available for transfer to other County funds/departments.
3. No items can be gifted or sold to other agencies or County employees except as authorized by the provisions of this Resolution.
4. A disposal occurs whenever an asset no longer physically belongs to the County. All items sold, traded in, scrapped or destroyed are disposals. If the Wahkiakum County Fixed Asset tag has been destroyed, an item may be retagged with a new number. If this occurs the disposal form would show the new number as the disposal authorization. The new number will reference the old number, so that original records can be found.

B. Types of Disposals.

1. Auction (A). Auctioned through the annual county auction or special publicized auction.
2. Destroyed (D). Physically made totally inoperative in appearance as well as in effect.
3. Other (O). Used to correct errors and for those items retagged during an inventory.
4. Parted Out (P). Asset is no longer serviceable, but is being used to repair other similar assets.
5. Sold (S). Sold by method other than auction as authorized by this chapter.
6. Traded (T). Physically given to vendor, receiving a credit towards purchase of a new item.
7. Unknown (U). Physically gone, without cause or reason known. A reasonable search must occur before disposal. Department Head/Elected Official must sign delete form. The Department Head/Elected Official must give notice of loss to the State Auditor's office.
8. Vandalism (V) or Theft (X). Asset was physically stolen or vandalized. A theft report should be filed with the County Sheriff's Department. If the asset's value is larger than \$25,000.00 a claim will need to be

submitted to the County insurance company. The Department Head/Elected Official must give notice of loss to the State Auditor's office in accord with RCW 43.09.185.

9. Worn Out (W). Item has been recycled or placed in the garbage. The Auditor's Office must verify that the asset's fair market value is less than Ten Dollars and is obsolete or worn out. A written description of why the item is no longer of value will be signed by the Department Head.

C. Disposal of Computers.

1. Prior to disposing of any computer, it shall be the responsibility of the Department Head to erase all hard-drives and memories.

(Res. 073-02 § 5)

2.45.060 PHYSICAL INVENTORY OF ASSETS.

A. Policy and Definition.

1. It is the policy of Wahkiakum County to make an annual accounting of all capitalized assets and attractive assets during the month of July. Effective, July, 1, 2003, it is the responsibility of each County Department to conduct their own physical inventory utilizing the Auditor's Office Barcode Inventory Scanners. The Department will check out these scanners and the Auditor's Office will coordinate the schedule. An initial inventory shall be conducted by the Auditor's Office prior to July 1, 2002.

B. Objectives of Doing an Inventory. The purpose of doing an inventory of capitalized assets and attractive assets is to locate each asset and verify that the individual asset records are correct. Any discrepancy in the capitalized asset record is corrected at this time. The most common changes are the addition of serial numbers and the change in location code.

C. Reconciliation. Upon completion of the annual inventory by each fund/department, the scanner will be returned to the Auditor's Office. The scanner activity will then be uploaded and an exception report will be generated. This exception report will be returned to each Department Head for reconciliation. An explanation or correction must be submitted for each exception within fourteen days.

D. Certification. Once all exceptions have been cleared a departmental inventory report will be submitted to each Department Head/Elected Official for signed certification. The certified report shall be submitted to the Auditors office.

(Res. 073-02 § 6)

2.45.070 SALES OF COUNTY PROPERTY.

A. Purpose and Policy.

1. RCW Chapter 36.34 authorizes counties to establish comprehensive procedures for the management of county property consistent with the public interest. Upon adoption of such procedures, a county is exempt from the requirements of RCW Chapter 36.34, although it retains all powers granted by that chapter. Wahkiakum County is adopting this chapter as its comprehensive procedures for the management of county property consistent with the public interest. These procedures are not exclusive, however, and the county may exercise any authority granted by, or follow any procedure prescribed by, RCW Chapter 36.34 or any other provision of law. The term "Board" means the Board of County Commissioners of Wahkiakum County.

2. Whenever the Board determines that it is in the best interest of the county to sell any county property, it may do so in accordance with this policy. This applies to all property owned by the county, including real property, personal property and tax title property.
- B. Procedures and Methods of Sale.
1. Before authorizing the sale of any county property, the Board shall hold a public hearing. Notice of the public hearing shall be given by publication in the official county newspaper. The notice shall specify the date, time and purpose of the hearing, and shall generally describe the property being considered for sale. The notice shall be published once, at least ten days but no more than twenty-five days, before the hearing. If RCW 39.33.020 applies, its notice provisions shall supersede the notice provisions of this section. Any interested person may speak at the hearing. After the hearing is closed, the board shall determine whether it is in the best interest of the county to sell the property.
 2. If the board authorizes the sale of any county property, it shall direct that the property be sold by any of the following methods:
 - a. Public Auction. Property may be sold at public auction to the highest and best bidder. The auction shall be conducted by or through the County Treasurer or such other person as the Treasurer may designate. The Treasurer may contract with another government agency or official, or with a private party, to conduct the auction. Advance written notice of the sale shall be provided by publication, posting and/or such other means as the Treasurer or his or her designate deems appropriate. The Board, the Treasurer, or the Treasurer's designate may set a minimum bid.
 - b. Sealed Bids. Property may be sold by scaled bids to the highest and best bidder. The sale shall be conducted by or through the County Treasurer or such other person as the Treasurer may designate. Advance written notice of the sale shall be provided by publication, posting and/or such other means as the Treasurer or his or her designate deems appropriate. The Board, the Treasurer, or the Treasurer's designate may set a minimum bid.
 - c. Consignment. Property may be placed with an established dealer in the kind of property being disposed of, to be sold on consignment. The Board shall establish a minimum bid for the property, and shall ensure that the dealer is obligated to receive full payment before transferring the property.
 - d. Broker. The Board may list property for sale with a broker who deals in that kind of property, and who has all licenses required by law. The broker shall submit to the Board all written offers to purchase all or any portion of the listed property. The Board may accept any offer that it determines is in the best interest of the county, even if that offer does not represent the highest monetary return of the offers submitted. The Board may reject all offers. Final action selling the property shall be taken at a public meeting.
 - e. Other Methods. Property may be sold through other methods that the Board determines are in the best interest of the county in having the property sold in a timely manner for its fair market value, and in receiving full payment at or before the time of sale.
- C. Exemptions From Notice and Hearing Requirements.
1. Sales of county property are exempt from the requirements of subsection (B) of this section in the following circumstances:
 - a. When selling property to any unit of government, whether at the federal, state or local level;
 - b. When selling property with an estimated value of five thousand dollars or less;

- c. When trading in personal property in connection with a purchase of personal property;
 - d. When selling residential real property at fair market value to the current tenant of that property, if that tenant has resided on the property and satisfactorily performed the rental agreement for at least six months;
 - e. When selling no more than one-half acre of real property at fair market value to an owner of adjoining property. If, according to the records of the County Assessor, more than one person owns adjoining property, the Board shall send notice to all such owners informing them that a sale of the county property is being considered, and inviting them to send the Board a notice of their interest in purchasing the property. If more than one owner sends notice of interest in purchasing the property within fifteen days of the date of the Board's notice, the Board shall sell the property only by public auction of sealed bids.
2. If the Board determines that it is in the best interest of the county to sell any property in any of the circumstances described in subsection (1), it may proceed to sell the property, or have it sold, in accordance with any of the sale methods described in subsection (B) of this section.
- D. General Provisions Relating to Sales.
1. When county property is to be sold, the purchase price must be paid in full before the property is transferred to the purchaser.
 2. In calling for bids to sell any personal property to the county, the Board may include in its call for bids a provision describing one or more items of county property that the Board proposes to trade in as partial payment for the property to be purchased. The Board shall state whether it is optional or mandatory for bidders to accept the proposed trade-in. In determining the lowest purchase, the Board shall consider the net cost to the county, after the allowance for the trade-in.
 3. The Board may sell or lease property to, or exchange property to, or exchange property with, any other unit of government, whether at the federal, state or local level. The Board may accomplish such intergovernmental transactions upon whatever terms it deems appropriate, and through whatever methods it deems appropriate, including but not limited to private negotiation. This section applies to personal property, real property and tax title property. No other provisions of this policy apply to such intergovernmental transactions.
 4. The Board shall comply with RCW 39.33.020 in any transaction to which it applies.
 5. The Board may establish supplemental procedures and requirements to govern any proposed sales of county property. Such supplemental procedures and requirements shall not be inconsistent with this policy.
 6. When items of personal property are disposed of by sale, moneys received from such sale shall be deposited in the fund dedicated to the County Department that last had control and custody of the said personal property, and that department's budget shall be credited with the amount taken in at the sale, unless otherwise ordered by the Board of County Commissioners.
- E. Surplus items with a market value of less than seven thousand five hundred dollars (\$7,500.00) in the custody of the County Treasurer may be disposed of by the Treasurer. The County Treasurer shall establish practices and procedures to maximize the economic return generated by disposal of such surplus items.
- F. Surplus items of personal property with a market value of less than five thousand dollars (\$5,000.00) in the custody of the county treasurer pursuant to RCWC 2.45.050(A)(2), may be disposed of by the treasurer. To discharge the responsibilities of this section, the treasurer is authorized:

1. To sign title documents and other papers of legal transfer on behalf of Wahkiakum County; and
2. To enter into contracts with action houses, resellers, and such other entities as the treasurer may deem advantageous to maximize the economic return generated by disposal of surplus items.

(Res. 079-07 § 1; Res. 073-02 § 7)

(Res. No. 99-14, § 1, 7-29-14; Res. No. 125-15, § 1, 8-11-15; Res. No. 81-24, § 1, 6-25-24)

2.45.080 LEASES OF COUNTY PROPERTY.

A. Leases for Terms Longer than Three Years.

1. The Board may lease county property, including real property, personal property and tax title property. Leases for terms longer than three years are covered by this subsection, and leases for terms of three years or less are covered by subsection (B) of this section.
2. Before entering into a lease for a term longer than three years, the Board shall hold a public hearing. Notice shall be given and the hearing shall be conducted in accordance with the requirements of Section 2.45.070 of this chapter. After the hearing is closed, the Board shall determine whether it is in the best interest of the County to lease the property for the proposed term.
3. If the Board authorizes such a lease, it shall direct that the property shall be offered for lease by one of the following methods:
 - a. Sealed Bids. Property may be leased by sealed bids to the highest responsible bidder. The Board shall issue a call for bids. The Board may set a minimum rent. Notice of the call for bids shall be provided by publication, posting and/or such other means as the Board deems appropriate. The Board shall determine the highest responsible bidder. The Board may reject all bids.
 - b. Broker. The Board may list property for lease with a broker who deals in that kind of property, and who has all licenses required by law. The Board may set a minimum rent. The broker shall submit to the Board all written offers to lease all or any portion of the listed property. The Board may reject all offers, or accept the highest responsible offer. Final action leasing the property shall be taken at a public meeting.
 - c. Request for Proposals. The Board may issue a request for proposals, inviting interested persons to submit proposals to lease the property. The request for proposals shall describe any required elements that proposals must contain, shall state the deadline for receiving proposals, and may set a minimum rent. Notice of the request for proposals shall be provided by publication, posting and/or such other means as the Board deems appropriate. The Board may reject all proposals, or accept the proposal that it determines is in the best interest of the County, even if that proposal does not provide the highest monetary return to the County.

B. Leases for Terms of Three Years or Less.

1. The Board may lease County property for terms of three years or less as it determines is in the best interest of the County. No public hearing is required. The Board may enter into such leases using the sealed bids, broker or request for proposals methods described in subsection (A) of this section. However, instead of using any of those methods, the Board may use any other method it determines will result in a lease at fair market rental.

(Res. 073-02 § 8)

2.45.090 USE OF COUNTY PROPERTY.

- A. No county officer or employee may use any county property under the officer's or employee's official control or direction, or in his or her official custody, for the private benefit or gain of the officer, employee or another. This subsection does not prohibit the use of public resources to benefit others as part of a county officer's or county employee's official duties.
- B. Notwithstanding the foregoing prohibition, a county officer or county employee may make occasional but limited use of county property only if: (a) there is no cost, or only de minimis cost, to the County; and (b) the use of county property does not interfere with the performance of the officer's or employee's official duties; and (c) the use is brief in duration and does not disrupt or distract from the conduct of county business due to volume or frequency.
- C. No county officer or employee shall make private use of any county property which has been removed from county facilities or official duty stations, even if there is no cost to the County.
- D. The Board of County Commissioners and elected or appointed department heads may promulgate policies and guidelines to clarify the rules governing the occasional de minimis use of county property.

(Res. 073-02 § 9)

2.45.100 POLICIES AND PROCEDURES RELATING TO NON-OWNED PROPERTY.

- A. Property Owned by County Officers and Employees.
 - 1. Personal property belonging to county officers and employees may be kept on county premises if used by an officer or employee in connection with his or her official duties. All such property shall be reported to the department head and shall be identified on a list of non-county owned property maintained by the department head. An updated list shall be submitted to the County Auditor's office prior to February 1 of each year. County asset tags shall not be attached to officer/employee owned property. The risk of loss for such property shall remain with the owner of such property. The County shall not be responsible for the loss, damage, or destruction of such officer/employee owned property.
- B. Unclaimed Property.
 - 1. Intangible property held for the owner by a court or other county department that remains unclaimed by the owner for more than two years after becoming payable or distributable is presumed abandoned.
 - 2. The elected or appointed head of any county department holding property presumed abandoned and subject to custody as unclaimed property under Chapter 63.29 of the Revised Code of Washington shall report annually to the Washington State Department of Revenue as required by RCW 63.29.170 as now enacted or hereafter amended.
 - 3. The elected or appointed head of a county department who is required to file a report of abandoned property under RCW 63.29.170 shall pay or deliver to the Washington State Department of Revenue all abandoned property required to be reported at the time of filing said report. PROVIDED, HOWEVER, county departments holding funds representing canceled warrants, uncashed checks, excess proceeds from property tax foreclosures, and property tax over payments or refunds may retain such funds until the owner notifies them and establishes ownership as provided in RCW 63.29.135 as now enacted or hereafter amended. Pursuant to RCW 63.29.190, the responsible department head shall provide to the Washington State Department of Revenue a report of property being held pursuant to this proviso.

4. The provisions of this section shall not apply to personal property in the possession of the Office of the County Sheriff.
- C. Unclaimed Property in Possession of the County Sheriff.
1. Personal property, not owned by the County, which shall come into the possession of the county sheriff in connection with the official performance of the sheriff's duties, and which is unclaimed, shall be disposed of, sold, retained, destroyed, or traded, in accord with the provisions of Chapter 63.40 of the Revised Code of Washington, as now enacted or hereafter amended.
 2. Unclaimed firearms, not owned by the County, shall be disposed of pursuant to the provisions of RCW 9.41.098(2). Seized and forfeited firearms in the possession of the Sheriff shall be inventoried as required by RCW 9.41.098(2), as now enacted or hereafter amended.

(Res. 073-02 § 10)

Chapter 2.46 PURCHASING

2.46.010 PURCHASE UNDER TWO THOUSAND FIVE HUNDRED DOLLARS.

No formal bidding process shall be required for purchases of materials, equipment, or supplies, the value of which is less than the sum of Five Thousand Dollars. In such cases, affected elected officials and department heads may make purchases at their discretion and according to their best judgment consistent with their departmental budget approved for such purchases.

(Res. 092-07 § 1: Res. 147-98 § 1: Res. 12-87 § 1)

2.46.020 PURCHASE BETWEEN TWO THOUSAND FIVE HUNDRED DOLLARS AND TWENTY-FIVE THOUSAND DOLLARS.

For advertisement and formal sealed bidding to be dispensed with as to purchases of materials, equipment, or supplies, between Five Thousand Dollars and Twenty-Five Thousand Dollars, the following procedures shall be followed by all elected officials and department heads:

- A. Any elected official or department head desiring to make a purchase of materials, equipment, or supplies involving amounts between Five Thousand Dollars and Twenty-Five Thousand Dollars shall notify the Board of County Commissioners of the intended purchase and shall provide to the Board information concerning the quantity and type of items to be purchased.
- B. Upon receipt of the notification described in subsection A of this section, the Clerk of the Board of County Commissioners shall post notice of the County's intention to purchase the items described on the second floor bulletin board in the County Courthouse. Said notice shall be posted for not less than three days prior to making a purchase pursuant to this section.
- C. Upon the posting of the notice described in subsection B of this section, the elected official or department head desiring to make the purchase may proceed to obtain price quotations according to the following guidelines:
 1. Each calendar year, during the months of January and July, the County Public Works Director shall publish in a newspaper of general circulation within Wahkiakum County a notice of vendor lists and shall solicit names of vendors for the lists. The vendor lists shall be arranged by categories which reflect typical county purchases within a calendar year.

2. The responsible elected official or department head shall invite proposals from vendors listed on the appropriate vendor list for each purchase. Whenever possible, not less than three prospective vendors shall be contacted by telephone or in writing and advised as to the specifications for the item or items for which quotations are being sought. The number of vendors contacted may be reduced if the item or items being sought are only available from a smaller number of vendors. An explanation shall be placed on file with the Clerk of the Board of County Commissioners when fewer than three quotations are requested, or if there are fewer than three replies. Specifications should, whenever possible, be drafted to permit at least three vendors to qualify as prospective sellers.
3. Whenever possible, quotations will be solicited on a lump sum or fixed unit price basis.
4. Telephone or written requests for quotations shall include the following: (a) item(s) to be purchased; (b) number of units; (c) delivery time requirements; (d) terms of payment.
5. Tabulation of telephone or written quotations shall be on a form approved by the Wahkiakum County Auditor.
6. Upon authorization of the Board of County Commissioners, the materials, equipment, or supplies will be ordered from the lowest responsible vendor, whose quotation meets all specifications established for the item or items being purchased.
7. Immediately after the award is made, the bid quotations obtained shall be recorded and open to public inspection and shall be available by telephone inquiry. The quotations shall be filed with the Wahkiakum County Auditor.
8. Whenever possible, supplies shall be purchased in quantities for a period of at least three months, and not to exceed one year.

(Res. 092-07 § 2; Res. 147-98 § 2; Res. 28-90 § 1; Res. 12-87 § 2)

2.46.030 EXCEPTIONS.

The procedures set forth in Section 2.46.020 shall not apply to purchases made through the Washington State Department of General Administration by way of an Intergovernmental Cooperative Purchasing Agreement, nor shall the procedures set forth in Section 2.46.020 apply to day labor road construction projects or programs governed by Chapter 36.77 of the Revised Code of Washington.

(Res. 12-87 § 3)

2.46.040 EMERGENCY WAIVER.

In the event of an emergency when the public interest or property of the County would suffer material injury or damage by delay, the Board of County Commissioners may waive the requirements of this Chapter with reference to any purchase or contract upon the adoption of a resolution declaring the existence of such emergency and reciting the facts constituting the same.

(Res. 12-87 § 4)

2.46.050 SMALL WORKS ROSTER PROCESS.

- A. The Public Works Director is hereby authorized and directed to establish a small works roster process meeting the standards contained in RCW 39.04.155, as the same now exists or as subsequently amended.

- B. The small works roster process authorized by subsection A of this section shall be available for public works projects with an estimated value of ten thousand dollars (\$10,000.00) up to three hundred fifty thousand dollars (\$350,000.00), PROVIDED, HOWEVER, the Board of County Commissioners shall retain the discretion to use a formal competitive bidding process for any public works project, regardless of its value, whenever the board determines that competitive bidding is in the County's best interest.
- C. At least twice a year, the Public Works Director shall publish in a newspaper of general circulation within Wahkiakum County a notice of the existence of the County's small works roster.
- D. When the Board of County Commissioners approves use of the small works roster process for a particular public works project, the Public Works Director shall invite proposals from qualified contractors listed on the small works roster. Whenever possible, at least five contractors shall be invited to submit quotations. The prospective contractors shall be contacted by telephone or in writing and advised as to the scope and nature of the work to be performed as well as materials and equipment to be furnished. The number of contractors contacted may be reduced if fewer than five contractors on the list are qualified to construct the project in question. The number of contractors contacted may also be reduced if necessary to respond to an emergency situation.
- E. Upon receipt of price quotations, the Public Works Director shall tabulate such telephone or written quotations on a form developed for that purpose. The quotations shall then be submitted to the Board of County Commissioners. The Board shall award the project to the lowest responsible bidder, PROVIDED, HOWEVER, the County reserves the right to reject all quotations if the Board deems such action to be in the best interests of the County.
- F. Immediately after an award is made pursuant to the small works roster process, the bid quotations shall be open to public inspection and available by telephone inquiry.

(Res. 111-99 §§ 1-6)

(Res. No. 113-19, 8-20-19)

Chapter 2.50 PUBLIC WORKS DEPARTMENT

2.50.010 ADMINISTRATION.

The Public Works Department shall function under one administrative head, known as the Public Works Director, and shall report directly to the Board of County Commissioners of Wahkiakum County, and shall serve at their will, unless a contract of employment is in force.

(Res. 48-88 § 1; Res. 26-83 § 4)

2.50.020 COMPOSITION.

The Public Works Department shall be composed of the following entities or divisions of County responsibility having distinct but related functions and separate budgets, including but not limited to:

- A. County Road Division;
- B. Equipment and Materials Division;
- C. Water, Sewer and Solid Waste Division;

- D. Community Development (comprehensive planning, Planning Commission professional liaison, building code enforcement and fire code enforcement and administration, including engineering and supervision of public works and county properties);
- E. Those duties specifically charged to the County Road Engineer and/or County Road Department by statute, ordinance, resolution or motion; and
- F. Those duties specifically or by implication assigned to the Department of Public Works and Public Works Director by the Board of County Commissioners.

(Res. 48-88 § 2: Res. 26-83 § 5)

2.50.030 ORGANIZATIONAL CHART.

- A. The organizational chart attached to the resolution codified in this section labeled as "Exhibit A" and on file in the County Auditor's Office, is hereby adopted. Said organizational chart supersedes the chart adopted on September 26, 1988.
- B. Copies of said organizational chart shall be distributed and posted in the offices of the County Road Engineer and Road Department shops and on the ferry as required by WAC 136-10-050.
- C. A copy of said organizational chart shall be forwarded to the County Road Administration Board.

(Res. 39-95 §§ 1—3: Res. 38-88 §§ 1—3)

2.50.040 PERFORMING WORK FOR OTHER PUBLIC AGENCIES AND COUNTY DEPARTMENTS.

- A. General Intent. It is the intent of Wahkiakum County to consider requests from other public agencies and County departments for the performance of work by the County Road Division of the County Public Works Department. Such requests will be considered on a case-by-case basis taking into consideration the public benefit of the requested work and the availability of county road personnel and equipment.
- B. Authority of Public Works Director. Requests for work from other public agencies and county departments shall be submitted to the Public Works Department. The County Public Works Director is hereby designated as the person with the authority to grant or deny such requests in accord with the guidelines set forth in this policy.
- C. Guidelines. The following guidelines shall govern the performance of work for other public agencies and County departments:
 - 1. Performance of work for other public agencies and county departments shall not interfere with the County Road Division's primary mission to construct and maintain the County Road System of Wahkiakum County.
 - 2. Priority shall be given to projects to improve and maintain streets or roads that are important to the overall transportation system in Wahkiakum County.
 - 3. The next priority shall be given to projects that further the public convenience by improving public facilities widely used by members of the general public.
 - 4. As between other public agencies and county departments, priority shall be given to County departments.
- D. Procedures. The following procedures shall govern work performed for other public agencies or county departments:

1. The agency or department desiring work to be performed shall submit its requests in writing to the Public Works Director.
2. The Public Works Director shall determine whether the County Road Division has the ability to perform the requested work. The Public Works Director shall approve or deny the request in accord with the County's policy as expressed in this section. For approved projects, the Public Works Director shall schedule the work.
3. Prior to performing the work, the Public Works Director shall require the other agency to execute the County's Interlocal Small Works Contract. The Interlocal Small Works Contract shall be subject to approval by the Board of County Commissioners. Such agreement may be for a specific item of work and/or any work during a specific period of time, or it may be a general agreement for a long time period to be supplemented by individual requests for specific items of work. All such agreements shall be in conformity with WAC 136-32-020 and all applicable provisions of state law.

E. Compensation and Records.

1. The public agency or other County department shall pay the County road fund for work performed according to the following formula: cost of equipment as established by the currently approved equipment rental rates, plus cost of materials, plus direct labor costs, plus an additional thirty percent of direct labor costs.
2. The County Road Division shall bill the other public agency or other county department on a monthly basis. Payment shall be due within thirty days of the invoice date.
3. All moneys received hereunder shall be deposited to the credit of the County road fund.
4. The Public Works Department shall maintain appropriate records of all agreements for work requested by other public agencies and of all approved interdepartmental requests.
5. The Public Works Department shall keep complete fiscal records of all work performed hereunder in the same manner as prescribed for normal County Road Division activity.

(Res. 40-95 §§ 1—5)

Chapter 2.51 INFORMATION TECHNOLOGY (IT) DEPARTMENT

2.51.010 ADMINISTRATION.

The IT Department shall function under one administrative head, known as the IT Director, and shall report directly to the Board of County Commissioners of Wahkiakum County, and shall serve at their will, unless a contract of employment is in force.

(Res. No. 114-23, § 2(Att.), 8-22-23)

2.51.020 RESPONSIBILITIES.

The IT Department shall be responsible providing leadership in determining the technology best suited to achieve the county's objectives; to conduct cost-benefit analyses and present recommendations regarding equipment, software, and vendor acquisitions; and generally for the maintenance, modernization, expansion, and protection of the information infrastructure of Wahkiakum County government. Specific responsibilities nonexclusively include the following:

- A. Telephone services in county offices.

- B. Internet services to county offices.
- C. Email services to county offices.
- D. Acquisition and integration of hardware and software, including:
 - a. Servers.
 - b. PCs.
 - c. Copiers.
 - d. Audiovisual devices and solutions.
 - e. Operating systems.
 - f. Telephones.
 - g. Security cameras.
 - h. Peripherals.
- E. Protection of county IT infrastructure from breach, virus, malware, ransomware, power supply interruption, and other physical and security threats, including the development of security policies regarding the use of county-owned equipment.
- F. Coordination and prioritization of 24/7 support provided by vendors, encompassing network, desktop, telephone, and specialized applications used by county departments.
- G. Participation, with the concerned agency and the county's IT Committee, in negotiations for all contracts for IT equipment, software, and services.
- H. Participation, with the county's IT Committee, in creating policies for the use of information technology, including mobile computing, telecommuting, and handling critical information.
- I. Ensuring county compliance with HIPAA and CJIS security and privacy requirements.
- J. Maintaining all written documentation, license agreements, and proper licensing.
- K. Retention and, in appropriate circumstances, search of electronic records on the Wahkiakum County physical or virtual servers and shared storage media.
- L. Retention and, in appropriate circumstances, search of electronic records of Wahkiakum County social media accounts.
- M. Installation, maintenance, and repair of software and hardware.
- N. Sourcing of IT hardware, software, and supplies.
- O. Troubleshooting network and system problems.
- P. Assisting with digital asset backup and recovery.
- Q. Obtaining and monitoring contractual IT services.
- R. Such other related services as may be assigned by the Board of County Commissioners.

(Res. No. 114-23, § 2(Att.), 8-22-23)

2.51.030 COMPOSITION.

The IT Department shall be composed of the IT Director and any additional clerical employees or technical experts that may be authorized by the Board of County Commissioners.

(Res. No. 114-23, § 2(Att.), 8-22-23)

2.51.040 ORGANIZATIONAL CHART (RESERVED).

2.51.050 PERFORMING WORK FOR OTHER PUBLIC AGENCIES AND COUNTY DEPARTMENTS.

- A. General Intent. It is the intent of Wahkiakum County to consider requests from other public agencies and County departments for the performance of work by the County IT Department. Such requests will be considered on a case-by-case basis taking into consideration the public benefit of the requested work and the availability of personnel and equipment.
- B. Authority of IT Director. Requests for work from other public agencies and county departments shall be submitted to the IT Department. The County IT Director is hereby designated as the person with the authority to grant or deny such requests in accord with the guidelines set forth in this policy.
- C. Guidelines. The following guidelines shall govern the performance of work for other public agencies and County departments:
 - 1. Performance of work for other public agencies and county departments shall not interfere with the IT Department's primary mission to build, secure, and maintain the information technology system of Wahkiakum County.
 - 2. The next priority shall be given to projects that further the public convenience by improving public facilities widely used by members of the general public.
 - 3. As between other public agencies and county departments, priority shall be given to County departments.
- D. Procedures. The following procedures shall govern work performed for other public agencies or county departments:
 - 1. The agency or department desiring work to be performed shall submit its requests in writing to the IT Director.
 - 2. The IT Director shall determine whether it has the ability to perform the requested work or cause it to be performed. The IT Director shall approve or deny the request in accord with the County's policy as expressed in this section. For approved projects, the IT Director shall schedule the work.

(Res. No. 114-23, § 2(Att.), 8-22-23)

Chapter 2.52 COUNTY ROAD ADMINISTRATION

2.52.010 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION ADOPTED.

Wahkiakum County hereby adopts the "Standard Specifications for road and bridge construction adopted by the Department of Highways, State of Washington, July, 1957", by reference, to apply on all county contracts and day labor projects after September 15, 1957.

(Res. 135-1957; j. Ref. K-13; 9-3-57)

2.52.020 RULES GOVERNING ROAD DEPARTMENT EQUIPMENT.

The following rules shall govern the use of County Road Department equipment:

- A. County Road Department vehicles shall return to the County Shop at the end of the days work, and shall remain there over night.
- B. The foreman shall dismiss the trucks at the job site, so that the last truck hauls his load at quitting time, and then picks up the other men and returns to the shop.
- C. The drivers of those trucks that are dismissed from the job site early, shall return their trucks to the County Shop and shall there, work on their trucks until quitting time. (greasing, fueling, etc.)
- D. The operators of county equipment shall fill out an equipment Record Sheet, stating the number of hours the equipment worked, the job worked on, and the supplies used. They shall also state on this sheet, any repairs needed or made. This sheet shall be given to the foreman at the end of the week.
- E. The foreman and the mechanic shall drive their vehicles home at night, as they are subject to call in case of an emergency.
- F. The foremen are authorized to change these regulations in individual cases, to obtain better job conditions.

(Res. 121-1954; j. Ref. J-539; 7-7-54)

2.52.030 COUNTY PLANNER AND PERMIT COORDINATOR.

The position of County Planner and Permit Coordinator is placed under the direction and control of the County Public Works Director as part of the County Department of Public Works created by the Board of County Commissioners.

(Res. 28-83 § 1)

2.52.040 PERMIT COORDINATOR APPOINTMENT.

The present Permit Coordinator, is made an employee of the County Public Works Department under the Direction of the County Public Works Director, which is a nonunion position.

(Res. 28-83 § 2)

2.52.050 EFFECTIVE DATE OF SECTIONS 2.52.030 THROUGH 2.52.070.

The resolution codified in Sections 2.52.030 through 2.52.070 shall have an effective date of 12:01 a.m. on January 1, 1984.

(Res. 28-83 § 3)

2.52.060 APPLICABILITY OF PUBLIC WORKS DEPARTMENT.

All references in motions, resolutions and ordinances heretofore adopted to the Permit Coordinator or Planning Department or County Planner, after the effective date of the resolution codified in Sections 2.52.030 through 2.52.070 shall be applicable to the Public Works Department.

(Res. 28-83 § 4)

2.52.070 ADDITIONAL EMPLOYEES NOT REQUIRED.

Sections 2.52.030 through this section shall not be interpreted as requiring additional employee or employees, it being the intent of the Board of County Commissioners that the Permit Coordinator shall become an employee of the County Public Works Department as Permit Coordinator under the direction of the Public Works Director.

(Res. 28-83 § 5)

2.52.080 COUNTY ROAD ENGINEER'S YEARLY PLAN—DATE OF SUBMISSION.

The date for the submission of the County Road Engineer's yearly recommended plan for the laying out, construction, maintenance and special maintenance of County roads is advanced from the first Monday in July to the first Monday in October.

(Res. 19-77 § 1)

2.52.090 COUNTY ROAD ENGINEER'S YEARLY PLAN—EFFECTIVE DATE.

The resolution codified in Section 2.52.080 and this section shall be effective immediately and govern the submission of the County Engineer's annual road plan for the year 1977 and for each year thereafter until further order of the Board of County Commissioners.

(Res. 19-77 § 2)

2.52.100 COMPLAINT POLICY FOR THE PUBLIC WORKS DEPARTMENT.

- A. Whenever a private citizen shall register a complaint relating to the Public Works Department with any county official or employee of the Public Works Department, and the complaint requires action by the Public Works Department, the employee or official receiving the complaint shall process the complaint by utilizing a complaint record form issued by the department.
- B. The complaint record shall include the following information: name and address of the person making the complaint, the date and time it was received, together with a brief description of the problem.
- C. A copy of the complaint record shall be promptly forwarded to the Public Works Director and to an appropriate department employee for prompt action.
- D. Complaints received as a letter shall be handled separately from the complaint record procedures and will receive a prompt response. An interim response may be sent if resolving the problem will take additional time.
- E. The department employee assigned to handle the complaint shall, when handled, complete in writing, on the original complaint record, the action taken to address the complaint. The completed record shall be returned to the file of the Public Works Director, where it shall remain for at least one year.
- F. Complaints which, due to budgetary constraints and work program priorities, cannot be handled expeditiously shall be considered in the formulation of the Annual Construction Program and Public Works Department Budget.
- G. To the extent possible, Public Works Department employees are to handle any frivolous complaints, or complaints that are outside of their scope of responsibility, in a polite and tactful manner. Department resources shall not be expended to satisfy frivolous complaints, or problems outside their scope of responsibility.

(Res. 92-04 §§ 1—7)

Chapter 2.53 CIVIL RIGHTS AND NON-DISCRIMINATION*

* Editor's note: The title of Chapter 2.53 was amended by Res. 063-06.

2.53.010 POLICY REGARDING CIVIL RIGHTS DEMONSTRATIONS.

- A. It is the policy of Wahkiakum County that excessive force by local law enforcement agencies shall not be used against individuals engaged in lawful and nonviolent civil rights demonstrations within the County's boundaries.
- B. It is the policy of Wahkiakum County to enforce applicable state and local laws against the physical barring of an entrance to or exit from a facility or location which is the subject of nonviolent civil rights demonstrations within its jurisdiction.
- C. The Board of County Commissioners will coordinate with the Wahkiakum County Sheriff to implement this chapter by amending applicable Sheriff's Office policies and procedures.

(Res. 046-2 §§ 1—3)

2.53.020 POLICY REGARDING NON-DISCRIMINATION.

It is the policy of Wahkiakum County that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any county program or activity. It is further the policy of Wahkiakum County that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

(Res. 063-06 § 1)

Chapter 2.54 EQUAL OPPORTUNITY EMPLOYMENT POLICY

2.54.010 TREATMENT OF EMPLOYEES AND JOB APPLICANTS.

The county shall recruit, employ, train, promote, terminate and otherwise treat employee and job applicants on the basis of merit, qualifications and competence. This policy shall be applied without regard to an individual's sex, race, color, religion, creed, age, national origin, marital status, pregnancy, medical condition, physical or mental disability.

(Ord. 67-92 § 1)

2.54.020 PERSONNEL ACTIONS.

The county shall ensure that personnel actions such as compensation, benefits, transfers, reclassifications, layoffs and training will be administered without regard to race, color, sex, age, religion, creed, national origin, marital status, pregnancy, medical condition, or physical or mental disability.

(Ord. 67-92 § 2)

2.54.030 CONDITIONS OR IMPAIRMENTS THAT AFFECT JOB PERFORMANCE.

The county shall not discriminate against applicants or employees with a pregnancy, medical condition or sensory physical or mental impairment unless the condition or impairment cannot be reasonably accommodated and prevents proper performance of an essential job function.

(Ord. 67-92 § 3)

2.54.040 JOB POSTING.

The county shall list appropriate job openings with the Employment Security Department and post notices of all job vacancies on the county's bulletin boards. The county shall identify itself as an equal opportunity employer on all such notices and employment advertising.

(Ord. 67-92 § 4)

2.54.050 APPLICATIONS AND INTERVIEW QUESTIONS.

Department heads shall develop written applications and oral interview questions which do not discriminate on the basis of race, color, sex, age, national origin, religion, creed, marital status, pregnancy, medical condition or physical or mental disability. Each job application will state in bold print that the county is an equal opportunity employer.

(Ord. 67-92 § 5)

2.54.060 EMPLOYEES AND JOB APPLICANTS TO NOTIFY APPROPRIATE DEPARTMENT IN CASES OF DISCRIMINATION.

The county shall notify all employees and applicants that any person who believes that he/she has been subjected to discrimination may on his/her own or through a representative notify the appropriate department head or prosecuting attorney.

(Ord. 67-92 § 6)

2.54.070 ENFORCEMENT AUTHORITY.

The office of the prosecuting attorney is appointed to oversee compliance with the County's Equal Employment Opportunity Policy, including receiving and investigating complaints, and recommending appropriate personnel action.

(Ord. 67-92 § 7)

Chapter 2.55 PERSONNEL

2.55.010 PART-TIME PERSONNEL—BENEFITS.

The responsible official or department head for any budget shall be personally liable and responsible for the management of the employee costs of such budget, including employee benefits such as retirement and medical coverage. In the event that part-time employment under the part-time or extra help categories meets in any fiscal year or exceeds the hours or other qualifying requirements for full-time help categorization, and sufficient funds are not budgeted therefor, the responsible official or department head shall be held personally liable for such

additional expenses; provided, however, that the Board of County Commissioners reserves the right to override this policy in exigent circumstances by supplemental budget or transfer authority as may then be appropriate; provided further, however, that nothing in this section shall be construed as requiring the Board of County Commissioners to approve such additional expenditures.

(Res. 30-83)

2.55.020 COMPENSATION OF NEW EMPLOYEES.

- A. Pending formal adoption by the Board of County Commissioners of a formalized personnel code, during the six-month probationary period of all newly hired or replacement personnel, the beginning pay for each such position, except hourly employees, shall be sixty dollars (\$60.00) per month less than the full salary of the person who previously occupied such position.
- B. After March 5, 1984, the amount of reduction for all such probationary employees shall be the sum of seven percent less than the salary of the employees replaced, again excepting therefrom hourly employees.

(Res. 11-84)

2.55.030 RESIDENCY OF EMPLOYEES.

All employees of the County, including department heads, shall be residents of the County.

(Res. 29-77 § 1)

2.55.040 RESIDENCY CONSIDERATION FOR HIRING.

At the time of employment of personnel, the hiring authority is authorized and directed to consider the residency of all of the applicants and shall advise all applicants that personnel shall reside within the County either at the time of employment or as soon thereafter as may practically be possible, considering the circumstances then attendant.

(Res. 29-77 § 2)

2.55.050 NONRESIDENT EMPLOYEES TO BE ADVISED OF RESIDENCY POLICY.

All employees not now residing within Wahkiakum County shall be advised of this policy of the County and instructed to comply therewith as promptly as is practically necessary, or failing to so do, report their reasons to their superior as to why they have so failed to reside within the County.

(Res. 29-77 § 3)

2.55.060 RESIDENCY POLICY—FAILURE TO COMPLY AS GROUNDS FOR DISMISSAL.

Failure to comply with the employee residency policy shall, in appropriate circumstances, be considered to be cause for dismissal.

(Res. 29-77 § 4)

2.55.070 RESIDENCY POLICY—EMPLOYEES TO BE ADVISED.

A copy of the resolution codified in Sections 2.55.030 through 2.55.070 shall be distributed upon adoption to all employees of the County and be enacted as part of the Revised Code of the County.

(Res. 29-77 § 5)

2.55.080 LEGAL HOLIDAYS.

Whenever a legal holiday falls on a Saturday, the preceding work day shall be the legal holiday. Whenever any holiday falls upon a Sunday, the following work day shall be the legal holiday.

(Res. 5-77)

(Res. No. 120-23, § 2, 9-5-23)

2.55.085 Unpaid holidays.

Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

- A. The employee may select the days on which he or she desires to take the two unpaid holidays after consultation with his or her supervisor. If an employee prefers to take the two unpaid holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days he or she has selected unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety.
- B. The employee should submit a written request for an unpaid holiday provided for by this section to the employee's supervisor a minimum of six weeks prior to the requested day. Unpaid holiday leave shall not be deemed approved unless it has been authorized in writing by the employee's supervisor. The employee's supervisor shall evaluate requests by the process set out in WAC 82-56-030, as it presently exists and as it may hereafter be amended or recodified.
- C. The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next.
- D. For the purposes of this section, the term "undue hardship" shall have the meaning given in WAC 82-56-020, as it presently exists and as it may hereafter be amended or recodified.

(Res. No. 136-14, § 1, 10-14-14)

2.55.090 DEFERRED COMPENSATION AGREEMENT PLAN—APPROVAL.

- A. The Board of County Commissioners, on January 26, 1981, approved a deferred compensation plan for the employees of the County and since that time has contracted with Aetna Life Insurance and Annuity Company for such purpose, as evidenced by the execution of a contract by the County subsequent to January 26, 1981.
- B. The plan attached to the resolution codified in this section is approved and is the deferred compensation plan, incorporating therein those provisions of Resolution 5-81 of the County not inconsistent with such plan.
- C. The County may from time to time approve deferred compensation plans or plan amendments by motion.

(Res. 35-81 §§ 1, 2; Res. 5-81 § 1)

(Res. No. 065-11, § 2, 4-19-11)

2.55.100 DEFERRED COMPENSATION ACCOUNT ESTABLISHED.

There is established pursuant to RCW 41.04.260(1) an account to be known as the "deferred compensation account" into which funds derived from the employees reductions in salary shall be deposited accounted for, designated and appropriately maintained by the Auditor, and from which premiums, payments or remittances shall be made to the insurer, custodian or trustee in accordance with the agreements of the County and its employees.

(Res. 5-81 § 2)

2.55.110 PURCHASE OF CONTRACTS.

The Board approves the purchase of life insurance and/or annuity contracts issued by Aetna Life Insurance and Annuity Company in such amount as may be appropriate to provide plan benefits to the employees whose security thereon is the Board's promise to pay, and which contracts shall be purchased from the accumulation of appropriate funds provided for that purpose from employee deferral accumulations.

(Res. 5-81 § 3)

2.55.120 RIGHT TO RECEIVE BENEFITS.

The right of employees to receive benefits under the deferred compensation plan of the County is secured only by the Board's promise to pay as evidenced by the resolution codified in Sections 2.55.090 through 2.55.170 and the contractual documentation authorized hereby or hereafter adopted by the deferred compensation committee of the County as hereinafter described.

(Res. 5-81 § 4)

2.55.130 CONTRACT APPROVAL.

Contracts between the County and employees in the general form attached to the resolution codified in Sections 2.55.090 through 2.55.170 and incorporated are approved by the Board as though set forth in full in this chapter.

(Res. 5-81 § 5)

2.55.140 DEFERRED COMPENSATION PLAN COMMITTEE.

There is established by the County a committee to be known as the "deferred compensation plan committee" which shall consist of the Auditor, Prosecuting Attorney and Treasurer of the County, and the Chairman of the Board of County Commissioners as ex officio member. It shall be the duty of such committee to from time to time recommend changes or additions to the rules and regulations of the County affecting or governing the administration of the deferred compensation plan and to represent the best interests of the employees.

(Res. 5-81 § 6)

2.55.150 COMPUTATION OF RETIREMENT BENEFITS AND TAXES.

The Auditor shall include any income deferred by any employee as regular compensation for the purpose of computing the retirement benefits earned by any employee, but the amount of such deferred contribution to the plan shall not be included in the computation of any taxes withheld on behalf of any such employee.

(Res. 5-81 § 7)

2.55.160 PLAN AND AGREEMENT INCORPORATED BY REFERENCE.

RCW 41.04.260 as now existing or hereinafter amended by the Legislature, the attached deferred compensation plan, and the attached joinder agreement are all incorporated into this chapter as though set forth herein in full.

(Res. 5-81 § 8)

2.55.170 DEFERRED COMPENSATION PLAN RULES AND PROCEDURES.

The Board of County Commissioners is authorized to act on behalf of the County, and upon behalf of the employees, in respect to the insurance and/or annuity contracts and to formulate rules and procedures in cooperation, advice and consent of the Deferred Compensation Plan Committee, for the purchase and administration of such contracts.

(Res. 5-81 § 9)

2.55.180 DENTAL INSURANCE PREMIUMS—PAYMENT.

The dental insurance premiums for the nonunion employee positions and elected County officials, their spouses and dependents, shall be paid on their behalf by the County as an employee benefit, effective retroactively to January 1, 1983.

(Res. 12-83 (part))

2.55.190 DENTAL INSURANCE PREMIUMS—PAYMENT BY EMPLOYEES.

The premiums for dental insurance on the spouses and dependents of union employee positions shall be paid by the employee unless otherwise provided by the union contract covering such employee positions, as of the payroll period immediately following total ratification of such union contract by the union and the Board of County Commissioners.

(Res. 12-83 (part))

2.55.200 RETIRED EMPLOYEE DEFINED.

For the purpose of Sections 2.55.210 through 2.55.220, "retired employees" of the County are defined as all regularly employed and duly elected Wahkiakum County public officials who have previously participated in the insurance programs of the County, pay their own insurance premiums as more particularly set forth in Sections 2.55.210 and 2.55.220, and have in the alternative qualified by:

- A. Attaining eligibility and benefits under the State Public Employees' Retirement System, or under the Law Enforcement and Fire Fighters' Retirement System; or
- B. Served as an employee of the County for a period in excess of ten years; or
- C. Served as a County elected public official for a term of not less than four years.

(Res. 34-82: Res. 26-78 § 1)

2.55.210 RETIRED EMPLOYEE—HEALTH CARE INSURANCE PLAN.

All retired employees of the County may participate in the County's health care insurance program; provided, that said employees shall be obligated to self pay the full cost of the premiums required to provide said coverage in compliance with the provisions of RCW 41.04.180.

(Res. 20-78 § 1)

2.55.220 RETIRED EMPLOYEES—AUTHORIZATION OF DEDUCTION.

It is urged that said retired employees authorize the deduction from their retirement allowances on forms provided for such purpose by the State Treasurer of the amount of the premium payments for providing health care coverage pursuant to RCW 41.04.235.

(Res. 20-78 § 2)

2.55.230 SICK LEAVE AT TIME OF RETIREMENT.

- A. To the extent not otherwise prohibited by contract with any employee union, the County and its personnel shall not allow the payment as compensation of any leave to any employee of the County in excess of his or her salary and overtime, if any, and two hundred forty hours of unused leave, upon the event of the employees termination of employment or retirement.
- B. All employees shall be advised of the resolution codified in this section and its contents to the end that such employees may be personally responsible for the control of their annual vacation and sick leave accruals.
- C. All other provisions relative to sick leave shall be adhered to, including the necessity of proof of illness where required by the employer.
- D. All union employee contracts shall contain negotiated provisions that conform to the first subsection of this section, i.e., that such contracts shall contain a provision similar to the following:

Termination of Employment - Retirement - Excess Compensation - Accumulated Leave - Prohibition on Balloon Payment: Upon termination of employment with the County, whether for cause or without cause, or upon retirement, no employee shall be paid compensation other than for salary earned overtime if any, and not to exceed two hundred forty hours of accrued leave.

(Res. 17-84 §§ 1—4)

2.55.240 SICK LEAVE BUY-OUT FOR NONUNION EMPLOYEES.

- A. It is the policy of Wahkiakum County to allow its nonunion employees the one-time only option of selling up to one-half of their accrued sick leave days to the County on the following terms and conditions:
 - 1. The individual employee must make his or her election in writing prior to December 31, 1984. Said election shall be delivered to the Wahkiakum County Auditor.
 - 2. The number of accrued sick leave days shall be computed as of November 1, 1984.
 - 3. Compensation for the sold sick leave days shall be based upon the employees' rate of compensation or salary as of the date of election.
 - 4. Sick leave days not sold to the County shall remain available to the individual employee for use as sick leave according to the County's policies governing the use the sick leave.

- B. Following the expiration of the election period set forth in subsection A of this section, no nonunion employee shall be entitled to any compensation for accrued sick leave days remaining upon the employee's separation from County employment, whether that separation be by discharge, voluntary termination, lay off, retirement or death.
- C. All nonunion employees shall be allowed to accrue a maximum of ninety days of sick leave. No accrual of sick leave days in excess of ninety days shall be allowed.
- D. All nonunion employees shall be allowed to accrue a maximum of two hundred forty hours of annual leave. Upon separation from County employment, said employees shall be allowed compensation for any unused accrued annual leave based upon such employee's salary rate at the time of separation.

(Ord. 35-84 §§ 1—4)

2.55.250 MATERNITY LEAVE.

It is the policy of the County that the following procedures shall be applicable to maternity leave:

- A. Maternity leave is defined to be the right to be absent from employment because of the physical disability of an employee who is pregnant or is recovering from miscarriage of a child, abortion or childbirth. As used in this section, "maternity disability" or "maternally disabled" is used to describe such condition.
- B. Employees who are maternally disabled may use their accrued sick leave and accrued annual leave during the period of such disability, either prior to or subsequent to the events of childbirth, miscarriage or abortion.
- C. An employee maternally disabled may not be required by the employer to take leave, but may continue to work for so long as the employee's physician concurs as to the employee's ability to satisfactorily perform regularly assigned duties and responsibilities. The employer is entitled to proof by the employee of the physicians concurrence upon demand of the employer or employer.
- D. An employee who has no sick or annual leave remaining may make application for a leave of absence without pay or benefits on the following basis:
 - 1. If the employee is covered by retirement and insurance, such benefits may be continued at the expense of the employee.
 - 2. This policy shall be applicable to full or part-time employees dependent upon their employment status at the time of making application for leave of absence.
 - 3. The period of the leave of absence shall not extend longer than six weeks subsequent to the date of childbirth, miscarriage or abortion, and shall not precede the anticipated date of childbirth by more than four weeks.
 - 4. The employee shall request time off for maternity leave at least one month prior to the anticipated last day of work and shall discuss the desired schedule with the supervisor, indicating a beginning date and expected return to work date. It is recommended that the schedule be put in writing.
 - 5. A physician's statement shall be provided the supervisor by the employee, including the anticipated date of delivery, anticipated period of disability and how long the employee may continue to work before the disability period commences.

- 6. The employee shall at each two-week interval following the date of childbirth, miscarriage or abortion, report to the supervisor as to the employee's anticipated date of return to employment.
- E. An employee meeting the foregoing requirements shall be entitled to return to employment at the same position, pay scale and benefits as were in effect at the time of taking maternity leave or a leave of absence.
- F. An extended leave of absence extending beyond six weeks after the date of childbirth, miscarriage or abortion may be agreed to between the employee and supervisor; provided, that there is no guarantee that said position shall be open to the employee. Under such circumstances, such failure to provide employment shall be construed to be a voluntary resignation from employment by the employee.
- G. This policy shall be applicable equally to married and unmarried employees.

(Res. 12-86 §§ 1—7)

2.55.260 DISCRIMINATORY HARASSMENT—PROHIBITED.

- A. It is the policy of the County that harassment on the basis of an employee's (or customer's) race, creed, color, national origin, age, sex, marital status, or the presence of a physical, sensory or mental disability is a violation of County policy. Prohibited harassment includes comments, slurs, jokes, innuendos, cartoons, pranks, physical harassment, etc., which are derogatory on the basis of the employee's protected class membership or which are promoted by the employee's protected class membership. Harassment also includes negative actions based upon an employee's participation in activities identified with, or promoting the interests of a protected group. Sexual harassment includes unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature. An employee has the right to use a language other than English, and to adhere to cultural and ethnic customs, without being subjected to harassment.
- B. Employees have the right to be free from such harassment on the job, either from co-workers, supervisors or Department Heads. Harassment is prohibited by State and Federal antidiscrimination laws where (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. All employees are prohibited from engaging in the work harassment of any employee.

(Res. 24-85 (part))

2.55.270 DISCRIMINATORY HARASSMENT—GRIEVANCE PROCEDURE.

Any employee who believes he or she is being harassed by co-workers or customers should notify his or her superior. Where the employer believes that he or she is being harassed by his/her supervisor, he/she should notify the supervisor's supervisor. Where the employee is uncomfortable in discussing harassment with his/her supervisor, the Chairman of the Board of County Commissioners may be contacted instead of the supervisor. No employee will be retaliated against in any way for complaining of harassment.

(Res. 24-85)

2.55.280 DISCRIMINATORY HARASSMENT—INVESTIGATION OF COMPLAINTS.

When a supervisor is notified of alleged harassment, he/she will promptly investigate the complaint. The investigation will include interviews with the directly involved parties, and where necessary, employees who may have observed the alleged harassment or who may be similarly situated with the complaining employee (and therefore may be able to testify to their experiences with the accused employee).

(Res. 24-85)

2.55.290 DISCRIMINATORY HARASSMENT—DISCIPLINARY ACTION.

- A. If the investigation shows that the accused employee did engage in harassment, the supervisor will take appropriate action which will include a warning that any continued harassment may result in a negative employment action such as suspension or termination. Additional actions which may be taken include a verbal and/or written reprimand, and letter to the employee's file.
- B. Where the complaint cannot be substantiated, a general warning shall be made to all employees regarding the possible ramifications of substantiated harassment complaints.
- C. This policy will be distributed to all current employees and to new employees during orientation.

(Res. 24-85)

2.55.300 PURCHASE OF EMPLOYEE BENEFITS FOR PUBLIC UTILITY DISTRICT NO. ONE.

- A. Public Utility District No. One of Wahkiakum County, a municipal corporation is authorized to join the employee benefit programs of Wahkiakum County, or such programs as such entity may decide to participate in; provided, that all costs of such employees of said district shall be paid in advance of the requirement of the County to advance premiums or other costs. The County, in so authorizing joinder, reserves the right to terminate such joinder in the event that such payments are not timely made or in the event of a failure of cooperation in the management of the County's programs.
- B. Nothing contained in this section shall constitute a requirement that any employee benefit provider accept such joinder nor shall such authorization be construed to constitute a requirement upon the County to continue such arrangement should such joinder result in increased costs to the County.

(Res. 14-84)

2.55.310 SAFETY COMMITTEE.

- A. It is the policy of the County that it shall in all respects comply with the requirements of Chapter 49.17 RCW (WISHA) and provide a safe working atmosphere for its employees.
- B. A safety committee shall be and is formed whose responsibility shall be to institute and maintain a safety education program for the County on an on-going basis for the prevention of accidents, which safety committee shall be composed of the Chairman of the Board of County Commissioners, the County Engineer, the County Sheriff, the County Auditor, three union employees selected by a vote of the union membership, and one nonunion employee selected by the nonunion employees of the County.
- C. The safety committee shall develop an accident prevention and safety program and insure that the County is in compliance with WISHA, reporting to the Board of County Commissioners from time to time such recommendations as may be deemed appropriate or necessary from the standpoint of adoption of personnel policy.

(Res. 13-8 §§ 1—3)

2.55.320 CLASSIFICATION OF EMPLOYEES.

Every employee at the time of hire shall be classified as Union FLSA Exempt, Union Non-FLSA Exempt, Non-Union Non-FLSA exempt, or Non-Union FLSA exempt. The Policies set forth in the succeeding sections of this Resolution apply to Non-Union Employees only.

(Res. 207-01 § 1)

2.55.330 EMPLOYEES TERMINABLE AT WILL.

Except as where modified by collective bargaining agreements or civil service rules, all employees of the County of Wahkiakum, exclusive of elected officials, are terminable at will employees. Nothing contained in this Chapter is intended to create any express or implied contract of employment. The County retains its absolute prerogative to discharge employees for any reason, with or without cause, and with or without notice, subject to any limitations under the laws of the State of Washington and the United States.

(Res. 207-01 § 2)

2.55.340 MANAGEMENT LEAVE FOR EXEMPT EMPLOYEES.

Non-Union FLSA exempt employees are paid on a salary basis and generally are compensated the same amount regardless of the number of days or hours worked in a work week. Non-Union Exempt employees work a flexible schedule to accomplish job duties; are not eligible for compensatory time off or overtime; and may utilize sick leave or vacation leave to substitute for absences of one hour or more. However, insofar as unusual commitments of time commonly prevent such employees from flexing their schedules, management leave may be authorized at the County's discretion in accordance with the provisions below:

- A. Authorization for Management Leave. Department Heads, or the Board of County Commissioners in the case of leave requested by Department Heads, may authorize up to 12 days of management leave within a calendar year (or pay in lieu of leave) for non-union exempt employees.
- B. Criteria for Granting Management Leave. Management leave may be authorized by the Board of County Commissioners or Department Heads at their discretion, provided that at a minimum, the following criteria are met: (1) extraordinary time and effort required of employees; (2) workload that prevents employees from flexing their schedule; and (3) unusual circumstances requiring unusual commitment of time.
- C. Scheduling Management Leave. Management leave will be taken in minimum one day increments and scheduled at any time during the year with due regard for the wishes of the employee, following approval by the Department Head, or for scheduling of Department Head management leave, following the approval of the Board of County Commissioners. Employees should normally request management leave at least two weeks in advance.
- D. Separation from service and Management Leave. In no event will employees covered by this section be entitled to management leave or payment in lieu thereof upon separation from service.
- E. Department Heads and Exempt Employees and Compensatory Time Off. Department Heads exercise considerable discretion in the management of both their time and the delegation of work assignments. Department Heads and Exempt Employees are not eligible for compensatory time off. However, such employees may work fewer hours or take management leave (at the discretion of the Department Head or Board if the above criteria are met) when the workload allows it, but not on an "hour for hour"

basis as is the case with compensatory time off for non-exempt employees. Records of time worked beyond a 35/40 hour week for exempt employees will not be kept by the County.

(Res. 207-01 § 3; Res. No. 085-09, § 1, 6-16-09)

2.55.350 COMPENSATORY TIME OFF FOR NON-EXEMPT NON-UNION EMPLOYEES.

- A. Non-exempt non-union employees are entitled to overtime pay, but they may request compensatory time off instead of receiving a cash payment. Such request must be made prior to the performance of the overtime work at issue. Compensatory time off may be granted at the request of the employees and with the approval of the Department Head. The Department Head can deny a compensatory time off request if time off is not practical, and instead overtime will be paid. In addition, Department Heads can request that an employee accept compensatory time off instead of overtime, in advance. An employee can refuse compensatory time off and instead be paid overtime.
- B. If the compensatory time off option is exercised, the employee is credited with one and one-half times the hours worked over 35/40 hours in one week, and compensatory time off.
- C. Compensatory time off accrual will not exceed forty (40) hours. When the maximum accrual is reached, any subsequent overtime hours must be paid in cash at the overtime rate.
- D. Employees must put in a request to the Department Head to use their compensatory time off, and employees will be permitted to use such compensatory time off within a reasonable period after making the request, as long as this does not unduly disrupt the operations. In general, employees are encouraged to use accrued compensatory time off within 90 days of earning it whenever possible. A Department Head may require employees to use accrued compensatory time off within a shorter time period (i.e., within 30 or 60 days) or may extend the 90 day limit if necessary.
- E. Upon termination, non-exempt employees will be paid for unused comp time on the final paycheck.
- F. As to non-union non-FLSA exempt employees, requests to use compensatory time off are made in the same manner as vacation requests. The Department Head evaluating requests should consider the desires of the employee, scheduled work, anticipated peak work loads, response to unexpected emergencies, and the availability of a qualified substitute (if needed). Compensatory time off shall be used prior to vacation leave. Compensatory time off should normally be use in short blocks of time, such as an afternoon or a full day.
- G. For non-union Non-FLSA exempt employees records of overtime and compensatory time off must be maintained by the Auditor's Office for each department. These records should reflect the following;
 - 1. Date overtime was worked and the number of hours worked.
 - 2. Compensatory time off earned if not taken in overtime wages.
 - 3. Date compensatory time off was taken and the number of hours used.
 - 4. Current balance of compensatory time off accrued.

(Res. 207-01 § 4)

2.55.360 BENEFITS.

All non-union employees of Wahkiakum County, excluding elected officials, shall be entitled to the following benefits:

- A. For non-union employees of the Sheriff's Department, a uniform allowance in an amount not less than that set forth in the applicable provisions of the current Working Agreement with AFSCME Local No. 1557;
- B. Holidays in accordance with the applicable provisions of the current Working Agreement with AFSCME Local No. 1557;
- C. Vacation in accordance with the applicable provisions of the current Working Agreement with AFSCME Local No. 1557, provided, however, at the time of initial hire the appointing authority may authorize up to three additional weeks of vacation per year to the employee in consideration of the employee's qualifications and years of prior experience.
- D. Sick leave in accordance with the applicable provisions of the current Working Agreement with AFSCME Local No. 1557;
- E. Family leave in accordance with the applicable provisions of the current Working Agreement with AFSCME Local No. 1557;
- F. Bereavement leave in accordance with the applicable provisions of the current Working Agreement with AFSCME Local No. 1557;
- G. Leave without pay in accordance with the applicable provisions of the current Working Agreement with AFSCME Local No. 1557;
- H. Group insurance benefits as follows: The County will offer group dental, medical, and vision plans. The County will pay one thousand four hundred dollars (\$1,400.00) per month toward the cost of the health benefits for full-time non-union employees. If the County's cost for such health benefits is less than one thousand four hundred dollars (\$1,400.00) per month, then the employer will contribute a monthly lump sum health insurance adjustment equal to one-half of the difference between the actual cost and the one thousand four hundred dollars (\$1,400.00) County contribution to an HRA VEBA account in the employee's name. If the cost of the health insurance plan(s) chosen by the employee exceeds one thousand four hundred dollars (\$1,400.00) per month, the difference will be deducted from the employee's monthly compensation by way of a payroll deduction.
- I. Leave share in accordance with the applicable provisions of the current working agreement with AFSCME Local No. 1557. Leave may be shared between union and non-union employees without restriction on the basis of employees' union status.
- J. Longevity increases in wages as follows:
 - At six months from the date of hire: Three and one-half percent of current wage.
 - At one year from the date of hire: Three and one-half percent of current wage.
 - At two years from the date of hire: Two percent of current wage.
 - At three years from the date of hire: Two percent of current wage.
 - At four years from the date of hire: Two percent of current wage.
 - At six years from the date of hire: Two percent of current wage.
 - At eight years from the date of hire: Two percent of current wage.
 - At ten (10) years from the date of hire: Two percent of current wage.
 - At twelve (12) years from the date of hire: Two percent of current wage.

At and after thirteen (13) years from the date of hire, increases matching the then-current longevity pay set forth in the applicable provisions of the current Working Agreement with AFSCME Local No. 1557.

(Res. 127-07 § 1; Res. 182-04 § 1; Res. 207-01 § 5)

(Res. No. 63-16, 4-26-16; Res. No. 84-16, 6-14-16; Res. No. 109-19, § 1, 8-20-19; Res. No. 151-19, § 1, 11-12-19; Res. No. 159-19, § 1, 11-26-19; Res. No. 172-21, § 1, 12-21-21; Res. No. 27-24, § 1, 2-27-24)

2.55.370 BENEFITS FOR NON-UNION EMPLOYEES OF WAHAKIYAKUM FAMILY PRACTICE CLINIC.

All non-union employees assigned to the Wahkiyakum Family Practice Clinic shall be entitled to the following benefits:

A. Paid holidays as follows:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving

Christmas Day

1. If any of the above-specified holidays are also federal legal holidays but observed on different dates, only the state legal holidays shall be recognized as a paid legal holiday.
 2. Whenever any legal holiday falls upon a Saturday, the preceding Friday shall be the legal holiday. Whenever any legal holiday falls upon a Sunday, the following Monday shall be the legal holiday.
 3. Employees who are called out to work on a holiday shall be paid a minimum of one hour's pay at the rate of time and one-half the regular rate of pay for all hours worked.
 4. Employees who are scheduled to work on a holiday shall be paid time and one-half for all hours worked, in addition to the pay for the holiday based upon the straight time rate for eight hours.
 5. When a holiday falls on a regularly scheduled day off, the employee shall schedule an alternative day off with pay in the same calendar month.
- B. Vacation in accordance with the applicable provisions of the current working agreement with AFSCME Local No. 1557, PROVIDED, HOWEVER, at the time of initial hire the appointing authority may authorize up to three additional weeks of vacation per year to the employee in consideration of the employee's qualifications and years of prior experience.
- C. Sick leave in accordance with the applicable provisions of the current working agreement with AFSCME Local No. 1557.
- D. Family leave in accordance with the applicable provisions of the current working agreement with AFSCME Local No. 1557.
- E. Bereavement leave in accordance with the applicable provisions of the current working agreement with AFSCME Local No. 1557.

- REVISED CODE OF WAHAKIYAKUM COUNTY
Title 2 ADMINISTRATION

- F. Leave without pay in accordance with the applicable provisions of the current working agreement with AFSCME Local No. 1557.
- G. FLSA non-exempt employees will receive overtime pay at one and one-half times the regular rate for time worked in excess of forty hours in a work week. The work week for employees of the Wahkiakum Family Practice Clinic is Monday morning at seven a.m. to seven a.m. the following Monday morning. Specific shift schedules will be assigned by the Clinic's Manager or his/her designee. Clinic employees will be classified as follows:

1. 1.0 FTE	40 hours per week
2. .8 FTE	32 hours per week
3. .5 FTE	20 hours per week
4. .4 FTE	16 hours per week
5. Relief/Extra Help	as scheduled

- H. If an employee is requested to come in to assist a clinician with patient care at a time outside of normal clinic business hours, then the employee shall receive a minimum of one hour's pay at the straight time rate, PROVIDED, HOWEVER, if call-in results in the employee working more than forty hours in a week, hours worked in excess of forty hours in that week shall be paid at one and one-half times the regular rate of pay.
- I. Wahkiakum Family Practice Clinic employees shall receive overtime compensation in the form of premium pay. They will not be given the compensatory time-off option described in Section 2.55.350.
- J. Wahkiakum Family Practice Clinic employees shall receive rest and lunch periods in accord with the provisions of WAC 296-126-092, as the same now exists or as may be subsequently amended. Employees are expected to use their rest and lunch periods. If an employee has concerns that patient care will suffer as a result of the employee's using a rest or lunch period, then the employee should discuss the situation with a clinician for resolution. If a scheduled lunch period is worked without prior approval of the Clinic Manager, then the employee will not receive compensation for such work.
- K. Group insurance benefits as follows:
 - 1. The County will offer group dental, medical, and vision plans. The County will pay Eight Hundred Seventy Dollars per month toward the cost of the health benefits for eight hundredths FTE and above employees of the Wahkiakum Family Practice Clinic. If the County's cost for such health benefits is less than Eight Hundred Seventy Dollars per month, then the employee will receive a monthly lump sum health insurance adjustment equal to one-half of the County's savings. If the cost of the health insurance plan(s) chosen by the employee exceeds Eight Hundred Seventy Dollars per month, the difference will be deducted from the employee's monthly compensation by way of a payroll deduction.
 - 2. The County will offer group dental, medical, and vision plans. The County will pay Four Hundred Thirty-Five Dollars per month toward the cost of the health benefits for five hundredths FTE to eight hundredths FTE employees of the Wahkiakum Family Practice Clinic. If the County's cost for such health benefits is less than Four Hundred Thirty-Five Dollars per month, then the employee will receive a monthly lump sum health insurance adjustment equal to one-half of the County's savings. If the cost of the health insurance plan(s) chosen by the employee exceeds Four Hundred Thirty-Five Dollars per month, the difference will be deducted from the employee's monthly compensation by way of a payroll deduction.
 - 3. Employees working fewer than twenty hours per week are not entitled to health benefits.

- L. Employees of the Wahkiakum Family Practice Clinic shall receive pension benefits in accord with the statutes of the State of Washington and the rules promulgated by the Department of Retirement Systems governing membership in the Public Employee Retirement System of the State of Washington.

(Res. 071-06 § 1; Res. 049-05 § 1; Res. 182-04 § 2)

2.55.380 HEALTH REIMBURSEMENT ARRANGEMENT VOLUNTARY/EMPLOYEES' BENEFICIARY ASSOCIATION ("HRA VEBA") PLAN.

- A. Effective April 3, 2007, the employer hereby elects to participate in the plan and trust as presently constituted or hereafter amended using the trust as its Plan Administrator for the benefit of eligible employees as defined by employer policies or collective bargaining agreements.
- B. The plan will be funded with employer contributions in amounts determined from time to time pursuant to employer policies and collective bargaining agreements.
- C. The Chairman of the Board of County Commissioners is authorized to execute documents and establish procedures consistent with plan and trust provisions and applicable employer policies and collective bargaining agreements necessary to effect the adoption and administration of the plan.

(Res. 046-07 §§ 1—3)

Chapter 2.55A REPORTING OF IMPROPER ACTIONS BY GOVERNMENT EMPLOYEES

2.55A.010 POLICY STATEMENT.

It is the policy of Wahkiakum County: (1) to encourage reporting by its employees of improper governmental action taken by Wahkiakum County officers or employees; and (2) to protect Wahkiakum County employees who have reported improper governmental actions in accordance with Wahkiakum County's policies and procedure(s).

(Res. 111-04 § 1)

2.55A.020 DEFINITIONS.

As used in this policy, the following terms shall have the meanings indicated:

"Emergency" means a circumstance that if not immediately changed may cause damage to persons or property.

"Improper governmental action" means any action by a Wahkiakum County officer or employee:

1. That is undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's employment; and
2. That (i) is in violation of any federal, state, or local law or rule, (ii) is an abuse of authority; (iii) is a substantial and specific danger to the public health or safety; or (iv) is a gross waste of public funds.

"Retaliatory action" means: (a) Any adverse change in a local government employee's employment status or the terms and conditions of employment including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action; or (b)

hostile actions by another employee towards a local government employee that were encouraged by a supervisor or senior manager or official.

(Res. 111-04 § 2)

2.55A.030 PROCEDURES FOR REPORTING.

- A. Wahkiakum County employees who become aware of improper governmental actions should raise the issue first with their immediate supervisor. If requested by the supervisor, the employee shall submit a written report to the supervisor, or to some person designated by the supervisor, stating in detail the basis for the employee's belief that an improper governmental action has occurred. Where the employee reasonably believes the improper governmental action involves his or her supervisor, the employee may raise the issue directly with the Chairman of the Board of Wahkiakum County Commissioners or such other person as may be designated by the Chairman of the Board of Wahkiakum County Commissioners to receive reports of improper governmental action. Where the employee reasonably believes the improper governmental action involves the Board of Wahkiakum County Commissioners or any employee of the Board, the employee may report the action directly to the Wahkiakum County Prosecuting Attorney's Office.
- B. In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action.
- C. The supervisor, the Chairman of the Board of Wahkiakum County Commissioners or the Chairman of the Board of Wahkiakum County Commissioners' designee, or the Prosecuting Attorney, as the case may be, shall take prompt action to assist Wahkiakum County in properly investigating the report of improper governmental action. Wahkiakum County officers and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.
- D. Wahkiakum County employees may report information about improper governmental action directly to the appropriate governmental agency with responsibility for investigating the improper action if the Wahkiakum County employee reasonably believes that an adequate investigation was not undertaken by Wahkiakum County to determine whether an improper governmental action occurred, or that insufficient action has been taken by Wahkiakum County to address the improper governmental action or that for other reasons the improper governmental action is likely to recur.
- E. Wahkiakum County employees who fail to make a good-faith attempt to follow Wahkiakum County's procedures in reporting improper governmental action shall not receive the protections provided by Wahkiakum County in these procedures.

(Res. 111-04 § 3)

2.55A.040 PROTECTION AGAINST RETALIATORY ACTIONS.

- A. Wahkiakum County officials and employees are prohibited from taking retaliatory action against a Wahkiakum County employee because he or she has in good faith reported an improper governmental action in accordance with these policies and procedures.
- B. Employees who believe that they have been retaliated against for reporting an improper governmental action should advise their supervisor, and/or the Chairman of the Board of Wahkiakum County

Commissioners. If the alleged retaliation was by a County Commissioner, or employee of a county commissioner, then the employee should advise the Wahkiakum County Prosecuting Attorney of the retaliatory action. Wahkiakum County officials and supervisors shall take appropriate action to investigate and address complaints of retaliation.

- C. If the employee's supervisor, the Chairman of the Board of Wahkiakum County Commissioners, or the Chairman of the Board of Wahkiakum County Commissioners' designee, as the case may be, does not satisfactorily resolve a Wahkiakum County employee's complaint that he or she has been retaliated against in violation of this policy, the Wahkiakum County employee may obtain protection under this policy and pursuant to state law by providing a written notice to the Wahkiakum County Board of County Commissioners that:
 - 1. Specifies the alleged retaliatory action; and
 - 2. Specifies the relief requested.
- D. Wahkiakum County employees shall provide a copy of their written charge to the Wahkiakum County Auditor no later than thirty days after the occurrence of the alleged retaliatory action. Wahkiakum County shall respond within thirty days to the charge of retaliatory action.
- E. After receiving either the response of Wahkiakum County or thirty days after the delivery of the charge to Wahkiakum County, the Wahkiakum County employee may request a hearing before a state administrative law judge to establish that retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing should deliver the request for hearing to the Wahkiakum County Auditor within the earlier of either fifteen days of delivery of Wahkiakum County's response to the charge of retaliatory action, or forty-five days of delivery of the charge of retaliation to Wahkiakum County for response.
- F. Upon receipt of request for hearing, Wahkiakum County shall apply within five working days to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge:

Office of Administrative Hearings
P.O. Box 42488, 4224 Sixth S.E.
Rowe Six, Bldg. 1
Lacey, Washington 98504-2488
(360) 459-6353

- G. Wahkiakum County will consider any recommendation provided by the administrative law judge that the retaliator be suspended with or without pay, or dismissed. Provided, however, in the case of employees covered by a Collective Bargaining Agreement all procedures relating to discipline as set forth in such agreement shall be followed.

(Res. 111-04 § 4)

2.55A.050 RESPONSIBILITIES.

The Chairman of the Board of Wahkiakum County Commissioners is responsible for implementing Wahkiakum County's policies and procedures: (1) for reporting improper governmental action; and (2) for protecting employees against retaliatory actions. This includes ensuring that this policy and these procedures: (1) are permanently posted where all employees will have reasonable access to them; (2) are made available to any employee upon request; and (3) are provided to all newly-hired employees. Officers, managers and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, up to and including dismissal.

Provided, however, all discipline of employees covered under a Collective Bargaining Agreement shall be in accord with the applicable provisions of such agreements.

(Res. 111-04 § 5)

2.55A.060 LIST OF AGENCIES.

Following is a list of agencies responsible for enforcing federal, state, and local laws and investigating other issues involving improper governmental action. Employees having questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact the Wahkiakum County Auditor.

Town of Cathlamet **Town Attorney's Office**

William J. Faubion
P.O. Box 153
Cathlamet, Washington 98612
(360) 795-3367

Wahkiakum County **Wahkiakum County Building Section**

Code Enforcement
Wahkiakum County Courthouse
64 Main Street, P.O. Box 97
Cathlamet, Washington 98612
(360) 795-3067

Wahkiakum County Health and Human Services Department

Environmental Health Regulation Enforcement
Wahkiakum County Courthouse
64 Main Street, P.O. Box 696
Cathlamet, Washington 98612
(360) 795-6207 (360) 795-8630

Wahkiakum County Prosecuting Attorney's Office

Wahkiakum County Courthouse
64 Main Street, P.O. Box 397
Cathlamet, Washington 98612
(360) 795-3652

Regional

Southwest Clean Air Agency

1308 N.E. 134th Street
Vancouver, Washington 98685
(360) 574-3058

State of Washington

Attorney General's Office
Fair Practice Division
900 Fourth Avenue, Suite 2000
Seattle, Washington 98164-1012
(206) 464-6684

Department of Labor & Industries

7273 Linderson Way S.W.
Tumwater, Washington 98501
(360) 902-5800 (800) 547-8367

Dept. of Social & Health Services

Special Investigations
P.O. Box 45010
Olympia, Washington 98504-5010
(206) 438-8118

State Department of Ecology

Southwest Region
P.O. Box 47775
Olympia, Washington 98504-7775
(360) 407-6300

State Liquor Control Board

Enforcement Office
3000 Pacific Avenue
P.O. Box 43075
Olympia, Washington 98504-3075
(206) 464-6095

State Auditor's Office

Sunset Building
P.O. Box 40021
Olympia, Washington 98504-0021
(360) 902-0370

Department of Natural Resources

South Puget Sound Region
Enumclaw, Washington 98022-9282
(360) 825-1631

Human Rights Commission

711 South Capitol Way, Suite 402
P.O. Box 42490
Olympia, Washington 98504-2490
(360) 753-6770

State Department of Health

Health Consumer Assistance
1112 S.E. Quince Street
P.O. Box 47890
Olympia, Washington 98504-7890
(800) 525-0127 (360) 236-4010

U.S. Government

Consumer Product Safety Commission
Hot Line (800) 638-2772
Department of Commerce
Office of the Inspector General

915 Second Avenue
Seattle, Washington 98174
(206) 220-7970

Dept. of Health & Human Services

Food & Drug Administration
22201 23rd Drive S.E.
Bothell, Washington 98021
(425) 486-8799 (Information)
(425) 483-4949 (Trade Complaints)
(425) 483-4947 (Investigations)

Department of Interior

U.S. Fish & Wildlife Services
Office of Law Enforcement, Pacific Region
911 N.E. 11th Avenue
Portland, Oregon 97232
(503) 231-6125

Department of Agriculture

Office of the Inspector General
100 Second Avenue
Seattle, Washington 98174
(206) 553-8290

Government Accountability

701 5th Avenue
Seattle, Washington 98104-2700
(206) 287-4800
Fraud Hot Line (800) 425-5454

Dept. of Housing & Urban Development

State Regional Office
909 First Avenue, Suite 255
Seattle, Washington 98104-1000
(206) 220-5190
Office of the Inspector General Hot Line (800) 347-3735

Department of Justice

Drug Enforcement Administration
220 West Mercer, Suite 104
Seattle, Washington 98119
(206) 553-5443

Bureau of Alcohol, Tobacco, Firearms and Explosives

Criminal Enforcement
915 Second Avenue, Room 790
Seattle, Washington 98174
(206) 389-5800

Office of the Inspector General

(206) 553-4880(Audits)

Office of Women's Bureau

1111 Third Avenue, Suite 925
Seattle, Washington 98101-3212
(206) 553-1534

Department of Veterans Affairs

Office of Inspector General
(Fraud/Waste/Abuse Hot Line) (800) 488-8244

Equal Employment Opportunity Commission

909 First Avenue, Suite 400
Seattle, Washington 98104
(206) 220-6883

Federal Trade Commission

Pacific NW Region
915 Second Avenue, Room 2806
Seattle, Washington 98174
(206) 220-6363

Mine Safety & Health Administration

3633 136th Place S.E.
Bellevue, Washington 98006
(206) 553-7037

U.S. Attorney

601 Union Street, Suite 5100
Seattle, Washington 98101-3903
(206) 553-7970

U.S. Department of Education

Office of Inspector General
2901 Third Avenue
Seattle, Washington 98121
(206) 553-7615 (Audits)

Department of Labor

Occupational Safety & Health (OSHA)
1111 Third Avenue, Suite 715
Seattle, Washington 98101-3212
(206) 553-5930

Investigations

1111 Third Avenue, Suite 785
Seattle, Washington 98101-3212
(206) 553-4504

Department of Transportation

Office of Inspector General
Jackson Federal Building
915 Second Avenue, Room 644
Seattle, Washington 98174
(206) 220-7754

Environmental Protection Agency

Criminal Investigations
1200 Sixth Avenue, CID-073
Seattle, Washington 98101
(206) 553-8306

Federal Emergency Management Agency — Regional 10

130 228th Street S.W.
Bothell, Washington 98021-9796
(425) 487-4604

General Services Administration

Office of the Inspector General
Investigations & Law Enforcement
400 15th Street S.W., Room 2085
Auburn, Washington 98001
(253) 931-7654 (253) 931-7650 (Audits)

Nation Transportation Safety Board

Regional Office
19518 Pacific Highway South, Room 207
Seattle, Washington 98188
(206) 870-2200

U.S. Immigration & Customs Enforcement

1000 Second Avenue, Suite 2300
Seattle, Washington 98104
(206) 553-7531

(Res. 111-04 § 6)

Chapter 2.56 DRUG-FREE WORKPLACE POLICY

2.56.010 PURPOSE.

This chapter prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol in the workplace, on County premises or during work hours by County employees. The workplace includes County property, County vehicles and during performance of County business at any site or in any vehicle.

(Ord. 33-92 § 1)

2.56.020 DEFINITIONS.

Unless specifically defined below, words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this policy its most reasonable application:

"Alcohol" means alcohol or ethanol.

"Controlled substance" means a controlled substance in Schedules I through V of the Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined as regulation at 21 CFR 1300.11 through 1300.15.

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence or both, by any judicial body charged with the responsibility to determine violations of any federal or state criminal drug statutes.

"Employee" means all persons who work full-time part-time or under contract for Wahkiakum County, including management.

(Ord. 33-92 § 2)

2.56.030 CRIMINAL DRUG STATUTE CONVICTION—COUNTY TO BE NOTIFIED.

Employees must notify their department head or the County Prosecuting Attorney in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction. As a condition of employment, the employee shall abide by the terms of this policy.

(Ord. 33-92 § 3)

2.56.040 CRIMINAL DRUG STATUTE CONVICTION—FEDERAL AGENCIES TO BE NOTIFIED WHEN.

Within ten days of receiving notice of an employee's conviction of a criminal drug statute violation which occurred in the workplace, the department head or Prosecuting Attorney shall notify any federal agency from which the department is receiving federal funds.

(Ord. 33-92 § 4)

2.56.050 CRIMINAL DRUG STATUTE CONVICTION—COUNTY REQUIREMENTS FOR EMPLOYEES.

Within thirty days of receiving notice of an employee's criminal drug statute violation occurring in the workplace, the department head of Prosecuting Attorney shall:

- A. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by a federal, state, or local health, law enforcement or other appropriate agency; or
- B. Take appropriate disciplinary action up to and including termination of the employee.

(Ord. 33-92 § 5)

2.56.060 DISCIPLINARY ACTION.

An employee who violates any aspect of this policy shall be subject to immediate disciplinary action. If the employee is covered under a collective bargaining agreement, then disciplinary action shall be taken according to the discipline procedures set forth in the agreement. If the employee is not covered under a collective bargaining agreement, then the department head or supervisor shall take appropriate disciplinary action up to and including termination of the employee.

(Ord. 33-92 § 6)

2.56.070 TREATMENT AND REHABILITATION—EMPLOYEE MAY TAKE LEAVE.

The County is committed to encouraging and supporting employees undergoing treatment and rehabilitation for drug or alcohol dependency. Upon an employee's request, the employee may be granted leave to participate in a substance abuse assistance or rehabilitation program. Employees may use sick leave or vacation or may take

leave without pay or any combination of the three. The Employer shall not disclose the reason for the leave without the employee's permission.

(Ord. 33-92 § 7)

2.56.080 CONFIDENTIALITY.

The confidentiality of employees seeking assistance will be maintained, except as required by public disclosure laws or court order. Any employer violating this confidentiality will be subject to disciplinary action. An employee shall not be discriminated against the terms of job security or potential promotion based solely on their request for help or referral to a treatment program.

(Ord. 33-92 § 8)

2.56.090 TREATMENT AND REHABILITATION—COVERAGE.

The County is committed to supporting employees undergoing treatment for alcohol and drug dependency. The County provides medical insurance including partial coverage for chemical dependency treatment to all full-time employees. The employee assumes financial responsibility for services not covered by insurance.

(Ord. 33-92 § 9)

2.56.100 EMPLOYEE TO RECEIVE POLICY.

Each employee shall receive a copy of this policy and shall acknowledge in writing that he/she received a copy.

(Ord. 33-92 § 10)

2.56.110 DRUG-FREE AWARENESS PROGRAM ESTABLISHED.

The County shall establish through the community alcohol and drug center an ongoing drug-free awareness program to inform employees about:

- A. The dangers of drug and alcohol abuse;
- B. The existence and intents of this policy;
- C. The availability of substance abuse counseling and drug rehabilitation programs;
- D. The penalties for violating this chapter.

(Ord. 33-92 § 11)

2.56.120 COUNTY TO PROVIDE DRUG AWARENESS TRAINING.

The County shall provide department heads and supervisors with training so they can identify drug abuse related job performance problems and the appropriate response to such problems.

(Ord. 33-92 § 12)

Chapter 2.57 REPEALED¹

Chapter 2.58 COUNTY COMMISSIONER SALARIES

2.58.010 SALARIES DESIGNATED.

The annual salaries of the Wahkiakum County Commissioners shall be twenty-five percent of the salary established for Superior Court Judges by the Washington Citizens' Commission on Salaries for Elected Officials, beginning with the first pay period after January 1 of each year; PROVIDED HOWEVER, that the salary established January 1 of each year shall remain the salary for the County Commissioner throughout that calendar year until the first pay period after January 1 of the following year.

(Res. 96-96 § 5: Res. 125-94 § 5: Res. 35-90 § 1)

(Res. No. 60-22, § 1, 4-26-22)

Editor's note(s)—Sec. 2 of Res. No. 60-22 stated "This Resolution shall take effect as of January 1, 2023, for Position #3 of the Board of County Commissioners, and shall take effect as of January 1, 2025, for Positions #1 and #2 of the Board of County Commissioners, PROVIDED HOWEVER, that should the person occupying any position on the Board as of the time of passage of this Resolution resign, be disqualified, or otherwise be removed from office, the effectiveness of this Resolution shall accelerate as to that position and the successor of the outgoing commissioner shall be compensated pursuant to paragraph 1., *supra*."

2.58.020 PER DIEM EXPENSES AND BENEFITS—NOT INCLUDED.

Such salaries shall not include nor apply to any lawfully reimbursed expenses of per diem or benefits, except in relation to the salary so paid.

(Res. 96-96 § 6: Res. 125-94 § 6: Res. 35-90 § 2)

2.58.030 PER DIEM EXPENSES AND BENEFITS—AMOUNTS.

The personnel benefits payable to and per diem expenses of the County Commissioners shall be the same as that paid to all other elected officials of the County, and the establishment of such expenses shall not be construed to be an increase in salary to the County Commissioners.

(Res. 96-96 § 7: Res. 125-94 § 7: Res. 35-90 § 3)

2.58.040 PROVISIONS SUPPLEMENTAL.

This chapter shall be supplemental to Resolution No. 18-76, adopted November 1, 1976, Resolution No. 25-78, adopted November 6, 1978, Resolution No. 32-84, adopted November 5, 1984, Resolution No. 55-90, adopted November 5, 1990, and Resolution 125-94, adopted November 1, 1994, and shall not be considered to rescind said resolutions except insofar as this chapter shall supersede it.

(Res. 96-96 § 8: Res. 125-94 § 8: Res. 35-90 § 4)

¹Editor's note(s)—Res. No. 113-11, adopted Aug. 2, 2011, repealed Ch. 2.57, which consisted of §§ 2.57.010—2.57.030, pertained to Draw Day Procedures and derived from Res. 151-01.

Chapter 2.59 COUNTY TRAVEL POLICY*2

2.59.010 APPLICABILITY OF TRAVEL POLICY.

Unless otherwise provided by law, the provisions of this resolution shall be applicable in reimbursing the travel and other necessary expenses of County officers and employees.

(Res. 70-97 § 1(part))

2.59.020 DEFINITIONS.

"Employee" means and includes, but is not limited to, elected and appointed County officials, management, regular and part-time employees.

"Official County business" means all employee activities directly related to the County's business and the employee's responsibilities.

"Official station" means the city, town or other location where the employee's office is located or the city, town or location where his/her work is performed on a permanent basis.

"Vehicle" means and includes all motor vehicles and is not limited to automobiles and pickup trucks.

(Res. 70-97 § 1(part))

2.59.030 CONTROL OF TRAVEL.

- A. Officers and employees are expected to exercise prudent judgment in incurring travel expenses on official County business. Excessive or unnecessary expenses shall not be approved or reimbursed. The number of employees from an agency or department attending a particular meeting should be the minimum necessary to be consistent with the benefit to be derived therefrom.
- B. The itinerary of an employee shall be planned to eliminate unnecessary travel in the performance of work assignments. Whenever it is feasible for two or more employees to travel on official business in one car, they should do so.
- C. Before placing an employee on travel status, the appropriate elected official or department head should determine whether it is more economical to reimburse the employee for subsistence and/or lodging, or require the employee to return to his official station or residence daily or on weekends.
- D. Transportation shall be by coach class. All exceptions must be approved in advance by the appropriate elected official or department head, in writing, including the justification for other than coach class travel.
- E. Unless advance approval or authorization is required by law or other provision of this travel policy, the general approval or approval in accordance with RCW 36.32.310, as indicated on the monthly travel expenses voucher, shall be sufficient in meeting the requirements for reimbursement.

(Res. 70-97 § 1(part))

^{2*} Prior history: Resos. 58-92 § 1, 32-90 and 3-85.

2.59.040 LODGING.

Upon submission of receipts for hotel and motel accommodations, based on single occupancy, including parking fees itemized in any hotel or motel bill, actual costs will be reimbursed.

(Res. 70-97 § 1(part))

2.59.050 MEALS.

Upon submission of receipts for meal expenses, actual costs for breakfast, lunch, and dinner will be reimbursed including a gratuity not to exceed fifteen percent for meals eaten at a full service restaurant. The costs of snacks will not be reimbursed. Meals shall be reimbursable only when the employee is out of Wahkiakum County on official County business.

(Res. 70-97 § 1(part))

2.59.060 REIMBURSEMENT FOR USE OF PRIVATELY OWNED VEHICLE.

- A. Reimbursement for use of privately owned automobiles shall be allowed at the rate set by the Board of County Commissioners for official travel. Mileage shall be determined by actual odometer readings or Department of Transportation mileage charge listings.
- B. Reimbursement shall be payable to only one of two or more employees traveling on the same trip and in the same vehicle.

(Res. 70-97 § 1(part))

2.59.065 VEHICLE ALLOWANCE FOR COUNTY COMMISSIONERS.

- A. Each County Commissioner is hereby authorized to utilize his/her private automobile for all official transportation within the County for which payment of four hundred dollars (\$400.00) per month shall be made. This payment shall be in lieu of the use of any County-owned vehicle and shall be full payment for all automobile expenses incurred for in-County travel. In addition, reimbursement for mileage for out-of-County travel on official business shall be paid at the same rate authorized for all other County employees.
- B. For purposes of this section, the term "in-County travel" shall mean travel that both commences and terminates within the boundaries of Wahkiakum County. All trips with a destination outside of Wahkiakum County shall be considered "out-of-County" travel and mileage reimbursement shall be computed from the point of departure.

(Res. 48-98 § 1: Res. 126-97 § 1)

(Res. No. 148-21, § 1, 11-23-21)

2.59.070 USE OF COUNTY MOTOR POOL VEHICLES.

- A. The County maintains motor vehicles to be used only in connection with officially assigned duties and for travel for approved public purposes.
- B. Priority use for the County cars shall be for out of County travel. It is the intent of this policy to maximize utilization of all County vehicles.

- C. Scheduling use of the County car shall be made through the Public Works Department. Scheduling is urged to be done as far in advance as possible. Scheduling will be done on a first-come, first-serve basis.
- D. The County car will be used for destination trips only. If an employee chooses to use public transportation (bus, train or airplane), they must make arrangements to and from place of departure. (Example: a conference is in Los Angeles and employee is taking the plane. Employee may be driven or take their vehicle to the airport and submit a voucher for expenses. The County car shall not be left unattended at an airport hotel or airport parking lot.)
- E. When County motor pool vehicle is taken on trips for overnight stays, the employee taking the vehicle is responsible to see that it is secure in the parking lot and checked daily. If an employee notes damage or mechanical problems with the vehicle, it should be reported to the Public Works Department immediately upon return.
- F. Upon return of the County motor pool vehicle, the person who used the vehicle shall refuel the vehicle at the County gas pumps, and return the keys to the Public Works Department. Use of a County credit card is preferred for out of County travel. County credit cards are available from the Public Works Office. The County credit card shall be used for vehicle related expenses only. If the County credit card was used for fuel, the charge slip needs to be turned in to the Public Works Department. A clip board with a mileage sheet is to be kept in each vehicle. The beginning mileage is to be written down before the employee leaves and the ending mileage written down upon the employee's return.
- G. A litter bag is provided in each vehicle, employees are expected to use the bag and clean the vehicle out upon their return. When possible, vehicle washing will be scheduled by the Public Works Department. If the Sheriff's Office has inmates available for vehicle washing, it will notify the Public Works Department.
- H. Current Expense Offices will be billed for the amount of gas that each office uses during the month. These bills will be sent to the Auditor's Office and taken out of the correct line item by the Auditor's Office on a quarterly basis.
- I. Offices other than Current Expense will be billed monthly for their use of the vehicle at the current ER & R Fund rate as established from time to time by the Board of County Commissioners.

(Res. 70-97 § 1(part))

2.59.080 MISCELLANEOUS TRAVEL EXPENSES.

- A. Miscellaneous travel expenses essential to the transaction of official County business are reimbursable to the employee. Reimbursable expenses include, but are not limited to:
 - 1. Taxi fares, car rentals, parking fees, and ferry and bridge tolls.
 - 2. Rental of room in a hotel or other place which is used to transact official business. The room rental is reimbursable as a separate item when authorized by the department head.
- B. Certain travel expenses are considered as personal and not essential to the transaction of official County business. Such nonreimbursable expenses include, but are not limited to:
 - 1. Laundry, valet service and entertainment expenses, radio or television rental, tips and gratuities, and other items of a similar nature, except for gratuities for meals that are reimbursable pursuant to Section 2.59.050.
 - 2. Taxi fees, car rentals and other transportation costs to places of entertainment and other similar facilities. In addition, transportation expenses between an employee's official residence and official

station are not allowable, except when performing official County business outside the employee's normal working hours.

3. Costs of personal "trip insurance," and medical and hospital services.
4. Costs of alcoholic beverages.

(Res. 70-97 § 1(part))

2.59.090 EXPENSES PAID ON BEHALF OF OTHERS.

If an officer or employee is filing a claim on behalf of others, he or she must prepare a detailed account that includes:

- A. Names of the others who traveled, partook of meals, or otherwise incurred expenses.
- B. Whether they were County employees and, if not, who they were and what connection they had with County business. This should not be construed to permit promotional hosting.
- C. Who provided the lodging, meals or other services in question, dates and times.
- D. A detailed breakdown of amounts.
- E. Some statement sufficiently explicit to show what County business was being carried out when the expenses were incurred.

(Res. 70-97 § 1(part))

2.59.100 SUBMISSION OF TRAVEL EXPENSE VOUCHERS.

- A. All travel expense vouchers must be completed in accordance with the instructions contained herein, and in the detail required on the travel expense voucher furnished by the County Auditor's office.
- B. The vouchers are to be prepared in ink, indelible pencil or by typewriter, signed in ink or indelible pencil.
- C. The following information must be submitted on or with the travel expense voucher:
 1. Where reimbursement is for actual costs of lodging, each claim must be supported by a valid receipt.
 2. Receipts for allowable expenditures for amounts claimed, plus any applicable tax shall be required for all meals and other sundry expenses, and attached to the voucher, except for:
 - a. Telephone calls where it is necessary to use a coin box telephone or where the telephone call cannot be charged to the employee's official telephone extension or credit card.
 - b. Employees travelling overnight may submit for reimbursement the cost of one telephone call not to exceed Five Dollars to the employee's home for the purpose of reporting a change of plans or notifying of safe arrival.

(Res. 70-97 § 1(part))

2.59.110 LIMITATIONS ON TRAVEL EXPENDITURES.

Each elected official and department head is responsible for insuring that the travel expense line item (BARS Code No. .43) for his or her department is not overextended. The County will not be liable for travel expenditures made or incurred in excess of the amount appropriated by the Board of County Commissioners for the travel expense line item. Transfers within a departmental budget will not be approved for the purpose of covering over

expenditures in the travel expense line item. A formal resolution adopted by the Board of County Commissioners prior to incurring a travel expenditure in excess of budgeted amount will be the only mechanism available to amend the travel expense appropriation subsequent to the adoption of the final County budget. The County Auditor shall issue no warrant and the County Commissioners shall approve no claim for any travel expenditure in excess of the line item appropriation for travel expense. Officials violating this provision shall be subject to the sanctions contained in RCW 36.40.130.

(Res. 70-97 § 1(part))

2.59.120 PRIVATE VEHICLE REIMBURSEMENT RATE.

Public officials and employees of Wahkiakum County, when required to use their personal automobiles in connection with officially assigned duties or for travel for approved public purposes, shall be reimbursed by the county at the Internal Revenue Service's Standard Mileage Rate, which can be found at <http://www.irs.gov/tax-professionals/standards-mileage-rates>.

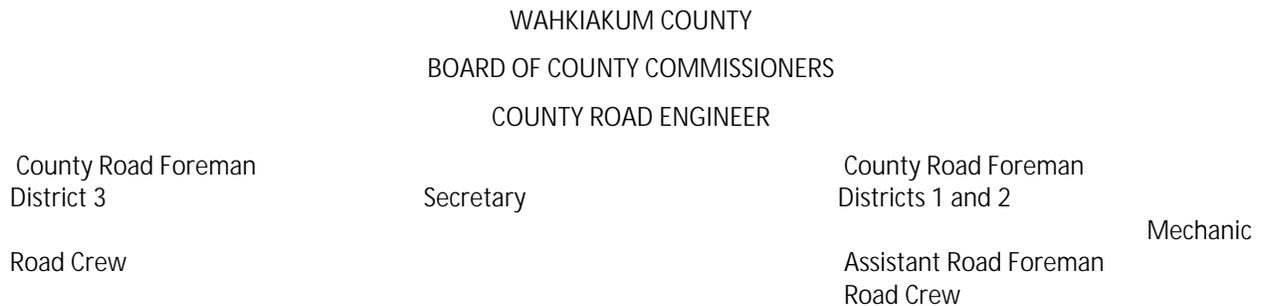
(Res. 021-06 § 1: Res. 147-05 § 1: Res. 3-05 § 1: Res. 130-04: Res. 01-01 § 1: Res. 14-00 § 1: Res. 20-99 § 1: Res. 61-97 § 1: Res. 72-96 § 1: Res. 46-95 § 1: Res. 58-92 § 4)

(Res. No. 040-08, § 1, 3-18-08; Res. No. 25-13, § 1, 2-5-13; Res. No. 12-16, § 1, 1-19-16; Res. No. 14-17, § 1, 1-24-17; Res. No. 005-18, § 1, 1-2-18; Res. No. 04-19, § 1, 1-2-19; Res. No. 06-20, § 1, 1-14-20; Res. No. 22-21, § 1, 2-2-21; Res. No. 04-22, § 1, 1-11-22; Res. No. 91-22, § 1, 7-5-22)

Chapter 2.60 ROAD DISTRICT PERSONNEL

2.60.010 ORGANIZATIONAL CHART.

The following organizational chart is hereby adopted:



2.60.020 PERSONNEL PRACTICES.

Setting forth the policy of employment, working relationships and certain compensations for all personnel of Wahkiakum County Road Department and Wahkiakum County Engineers Office.

A. RECRUITMENT.

- (1) Engineering: To be hired by the County Engineer, with approval of the Board of County Commissioners.
- (2) Accounting and Secretarial: To be hired by the County Engineer with approval of the Board of County Commissioners.

- (3) Road Supervisors, Foremen: To be hired by the County Engineer with approval of the Board of County Commissioners.
 - (4) Personnel: To be hired by Road Supervisors with approval of the County Road Engineer.
 - (5) NOTE: The above procedure will be followed in the replacement of personnel or temporary extension of existing crew personnel. In all cases, prior consent must be gained from County Engineer before replacement or temporary extensions of existing crew personnel. In the case of setting up any new division of the County Road Department or permanent extension, approval of the Board of County Commissioners must be gained by the County Engineer prior to such enlargement of the department.
- B. RECRUITING METHODS. In general, new employees will be obtained from applicants who have expressed a desire for employment with or without advertisement by the Department. The requirements for employment shall be ability and fitness. Neither race, creed, organization membership, nor political party shall be reason for hiring or not hiring any individual, except as required by statute.
- C. APPOINTMENT. Forms to be filled out by the appointee shall be as required by statute in addition to an employee permanent record form. A birth certificate or other proof of birth is necessary. The employee will be designated as a full time employee, a part-time employee, or an intermittent employee. A full time employee means any person employed by Wahkiakum County who devotes his full time to his job during working hours on a year round basis. A part time employee means any person employed by Wahkiakum County for less than forty (40) hours per week but on a continuing basis. An intermittent means any person employed by the Wahkiakum County not to exceed six (6) months duration. Full time employees will have the benefit of all fringe benefits upon appointment. Part-time employees will have the benefit of only those fringe benefits which are required by statute. Intermittent employees shall not be considered for benefits of this resolution. Employees working more than 70 hours a month will be a member of the retirement system.
- D. REAPPOINTMENT. Any employee with full time status who was laid off due to reduction in force shall be given first choice for re-employment if that employee's former position is to be refilled by hiring. The starting salary of the re-employed shall be commensurate with the salary received at time of release.
- E. SALARY INCREMENTS. Salary increments will be determined by collective bargaining between the Board of County Commissioners and the Union for all employees who are or will become members of the Union. The Board of County Commissioners determines the salary increments for all employees of the Wahkiakum County Road Department who do not belong to the Union.
- F. PROMOTION. As vacancies occur in the various classifications of employment, they shall be filled where needed, by promotion, if at all possible. Any promoted employee will follow, and be subject to, the same processes as outlined here with regard to new employees. In promotion, the employee shall not take a wage cut.
- G. DISMISSAL. Dismissal shall be by the Supervisor responsible for the employees' actions. These Supervisors are the County Engineer, and Foreman. Dismissal for cause may be "on the spot" but generally follows two (2) weeks advance notice. Grounds for dismissal may be based on work performance or conduct. They may not be based on racial, religious, or political prejudice. Any employee dismissed shall have the right to be heard in the presence of the County Engineer and the Supervisor who dismissed the employee. The County Engineer's decision will be final unless the grievance procedure is used.
- H. GRIEVANCE PROCEDURE. Those employees represented by a bargaining agent may use the following procedure:
- (1) The shop steward will take up with the Foreman any dispute. Failing to reach a satisfactory solution at this level;

- (2) The Business Representative of the Union, the County Engineer and the County Road Foreman will attempt a settlement, failing;
 - (3) The Business Representative of the Union, the Board of County Commissioners and the County Engineer will attempt to reach a satisfactory settlement. If not reached within ten (10) days, the parties will refer the dispute in writing to the State Conciliation Service.
- I. PAYROLL REGULATIONS COVERING PAY PERIODS. Pay days are once a month, occurring on the 5th day of each month EXCEPT, when such days fall on a weekend or holiday, pay day is on Friday preceding the weekend or on the day preceding the holiday.
 - J. HOURS OF WORK AND OVERTIME FOR OFFICE PERSONNEL. The regular shift for office personnel is from 8:00 A.M. to 4:00 P.M., Monday through Friday inclusive, with a lunch period of one (1) hour. No overtime shall be granted to any clerical or office personnel, except on written approval of the County Engineer. Compensatory time off may be granted in lieu of overtime pay allowances in the judgment of the County Engineer and when requested by the employee.
 - K. HOURS OF WORK AND OVERTIME FOR ROAD CREWS: A regular shift for road crews shall be any continuous eight (8) hours worked between 7:30 and 4:00 P.M. All work performed in excess of eight (8) hours in one (1) day and Saturday, Sunday or any listed holiday, shall be paid for at one and one (1½) times the regular rate. No overtime pay allowance shall be granted to Supervisory personnel, except on written approval of the County Engineer. Compensatory time off may be granted road foremen in lieu of overtime pay allowance if requested by the employee and in the judgment of the County Road Engineer that such time off will not be detrimental to the work. No hourly paid employee, however, shall be required to take leave in lieu of overtime pay.
 - L. ANNUAL LEAVE. Leave with pay shall accrue to regular employees at the rate of one (1) day per month. No vacation with pay will be allowed until after six months service (6 mo.). Employees having completed 96 hours of regular employment during a calendar month shall be considered as having qualified for one (1) day vacation not to exceed 12 working days in any calendar year; provided, on completion of two (2) years service employees will receive thirteen (13) days vacation, on completion of 3 and 4 years service employees will receive 14 days vacation, on completion of 5 years of service employees will receive 15 days vacation. Employees may accumulate six (6) calendar months of continuous employment to be entitled to annual leave. Annual leave, to an employee's credit, may be granted at any time during the year at the discretion of the County Engineer or by the County Road Foreman, except that not over one person in each craft, considering persons of seniority, shall be granted leave at the same time in the period May 1st to October 1st. Employees whose service is terminated by their death, reduction in force, resignation, dismissal or by retirement and who have accrued annual leave as specified above shall be paid (at a rate based on the employee's salary at the time) therefor, or their estate if deceased, or if the employee in case of voluntary resignation has provided adequate notice of termination.
 - M. SICK LEAVE. Leave with full pay shall be allowed all employees when they are incapacitated for performance of their duties by reason of sickness or injury, or when through exposure to contagious diseases, the presence of the employee would jeopardize the health of others. Such sick leave shall be cumulative to a total of ninety (90) working days at the rate of one day of leave for each completed calendar month of service and can be taken as needed. Whenever any employee is separated from service, all of his sick leave credits shall be cancelled; Provided, however, that upon re-employment by Wahkiakum County, such credits shall be restored. (See also 2.60.020, paragraph W).
 - N. EMERGENCY LEAVE. A maximum of three (3) working days at any one time may be credited as emergency leave towards sick leave to the employee with pay upon approval of his immediate supervisor. The minimum length of emergency leave to be taken is one working day. Examples of emergency leave are as follows:

- REVISED CODE OF WAHAKIYAKUM COUNTY
Title 2 ADMINISTRATION

- (1) Making arrangements for care for someone of immediate family who is seriously ill.
- (2) Because of death in immediate family. Immediate family shall include only persons related by blood or marriage or legal adoption in degree of consanguinity of grandparents, parent, wife, husband, brother, sister, child or grandchild; and any relative living in the employee's household.
- O. CIVIL LEAVE. Any necessary leave may be allowed to permit an employee to serve as a member of a jury. Each employee who is granted such leave and who, for the performance of the civil duties involved receives any compensation, shall be paid by Wahkiakum County Road Department for the time he is absent only in the amount of the excess of his regular salary over the compensation so received.
- P. MILITARY LEAVE. Any employee who is a member of the National Guard or Military Reserves of the United States, and who is ordered to active duty for training purposes, shall be granted military leave of absence with pay for a period not to exceed fifteen (15) calendar days each calendar year. Such military leave of absence shall be in addition to any annual or sick leave to which the employee is otherwise entitled and shall not involve any loss of efficiency rating, privileges, or pay. During the time the employee is on such leave he shall receive his regular pay, plus the amount of his military pay all as authorized to the extent set out in the provisions of Sec. 1, Ch. 113, Laws of 1939 and RCW 38.40.060 as amended by Sec. 1, Ch. 236, Laws of 1957.
- Q. LEAVE OF ABSENCE WITHOUT PAY. Leave of absence without pay may be allowed any employee for specific periods, for any of the reasons applicable for leave with pay, for any periods beyond those covered by permissible leaves with pay. Leave of absence without pay shall not be allowed to an extent aggregating more than twelve (12) months in any consecutive period of five (5) years, but this limitation shall not apply to absence on account of military service. Any employee entering the military or naval service of the United States, under the conditions prescribed in Ch. 201, Session Laws of 1941, State of Washington, shall be entitled to leave of absence without pay and restoration to his position in accordance with the provisions of said act. Leave of absence without pay shall not be authorized in any case where such leave shall operate to the detriment of the County's service. Leave without pay may be granted only after the employee has used all his annual or sick leave, whichever is applicable, and such leave will not be granted for the purpose of the employee gaining personal advantage or profit.
- R. ABSENCE WITHOUT DULY AUTHORIZED LEAVE. No leave of absence whether with or without pay, shall be allowed unless authorized in advance. Absence not on duly authorized leave shall be treated as leave without pay, and, in addition, may be grounds for disciplinary action. Unauthorized absence from duty for three (3) consecutive days constitutes separation from service.
- S. HOLIDAYS. Holidays shall be observed as follows: That is, leave taken on these days is with pay and no charge against annual leave:

New Year's Day	January 1st
Lincoln's Birthday	February 12th
Washington's Birthday	February 22nd
Memorial Day	May 30th
Independence Day	July 4th
Labor Day	First Monday In September
Columbus Day	October 12th
Veterans Day	November 11th
Thanksgiving Day	4th or last Thursday in November
Christmas Day	December 25th
General Election Day	First Tuesday after first Monday in November

Any day designated by public proclamation of the Chief Executive of the State as a legal holiday or a day of thanksgiving.

Anything herein to the contrary notwithstanding, a department head shall have the right and authority to require one or more employees in his department to work on a holiday as herein defined. In such event, such employee or employees are entitled to overtime pay as provided for above under subsections J and K of WCC 2.60.020. When a holiday falls on Sunday, it will be observed the following Monday. If a holiday falls on Saturday, it will be observed on the preceding Friday.

- T. JOB CLASSIFICATION—UNION RELATIONSHIP. Job classifications of the various employees of the road crews are as set forth in an agreement entered into annually between the Board of County Commissioners and the Washington State Council of County and City Employees, and Local #1557 of the American Federation of State, County, and Municipal Employees, AFL-CIO referred to herein as the Union. The job classifications of the County Engineer's immediate staff in the occupational groupings such as Administrative Engineering, and Clerical areas are as assigned by the County Engineer, with approval of the Board of County Commissioners, at adoption of the annual budget, but are subject to review and change by the Engineer, with Board approval, from time to time as necessary to meet changing conditions and expanded work demands.
- U. GENERAL WORK RULES. All employees should familiarize themselves as to the laws, rules, regulations, directives and customs governing conduct and procedure in their jobs. This is particularly important as regards supervisory employees. Employees shall at all times endeavor to establish maintain satisfactory relations with the public. All reports, suggestions, requests and inquiries to a higher authority shall be routed through immediate supervisors. Some of the basic employee obligations are:
1. To come to work promptly, regularly;
 2. To make a sincere effort to work in a friendly, harmonious manner with others;
 3. To devote full skill, care and effort to the job;
 4. To observe commonly accepted rules of personal conduct;
 5. To conduct themselves at all times with other employees and general public in a manner which will reflect credit upon the department.
- V. RETIREMENT. It is the policy of Wahkiakum County that employees retire at age 65, retirement date being the first of the month following the month in which age 65 is reached; (Subsection V. added by Res. 185-1971; j. Ref. L-79; 1-1-72)
- W. SICK LEAVE-REIMBURSEMENT AT TIME OF SEPARATION.
1. To the extent not otherwise prohibited by contract with any employee union, the County and its personnel shall not allow the payment as compensation of any leave to any employee of the County in excess of his or her salary and overtime, if any, and 240 hours of unused leave, upon the event of the employees termination of employment or retirement.
 2. All employees be advised of this subsection and its contents to the end that such employees may be personally responsible for the control of their annual vacation and sick leave accruals.
 3. All other provisions relative to sick leave shall be adhered to, including the necessity of proof of illness where required by the employer.
 4. All union employee contracts shall contain negotiated provisions that conform to subdivision (1) of this subsection, i.e., that such contracts shall contain a provision similar to the following, to-wit:

"Termination of Employment - Retirement - Excess Compensation - Accumulated Leave - Prohibition on Balloon Payment: Upon termination of employment with the County, whether for cause or without cause, or upon retirement, no employee shall be paid compensation other than salary earned, overtime if any, and not to exceed 240 hours of accrued leave."

(Res. 17-84)

2.60.030 HANDLING OF COMPLAINTS.

The following is hereby declared to be the County policy for handling public complaints:

- A. Public complaints that require policy making decisions shall be acted on by the Board of County Commissioners.
 - (1) The Board will give recognition to all such expressions from the public in general.
- B. Public complaints dealing with normal, routine work matters shall be handled by the County Engineer through his office and foreman.
 - (1) Employees receiving complaints shall record in writing the date, description of complaint, location, origin, or name of complainant with their address and telephone number if possible, and action taken or to whom referral was made. The complainant should be notified of correction at the earliest opportunity. Employees should receive complaints graciously and without malice and if an employee does not know the answer to a question he should admit it and refer the complainant to higher authority. Obviously, there are some complaints which the County Road Department is powerless to correct, and others that must be acted on over a long period of time. The facts should be made clear by the employee to the complainant.

(Res. 178-1969; J. Ref. K549; 7-7-69)

2.60.040 TRAVEL TIME.

The following policy regarding working time is hereby adopted:

The standard work week will be 40 hours and shall be from Monday morning to Friday night, and the hours of the working day will be arranged by the foreman. The employee will be required to be at the County Shop at the time set to begin work by the foreman, and they shall then proceed to the site of the actual work, and shall remain on the job site until the time set to quit work, by the foreman, and they can then return to the county shop on their own time or they can go elsewhere. This means that the county will pay them travel time to the job, but will not pay it from the job. The salaried employees shall work the set hours and if they are required to put in over time, they shall keep a record of such time and turn it into the office once per month and they can take compensatory time off for this time when their work permits. This time can accumulate up to 30 days.

(Res. 122-1954; j. Ref. J-544; 8-2-54)

Chapter 2.62 DISTRICT COURT JUDGE

2.62.010 DISTRICT ESTABLISHED.

- A. There is created one justice of the peace district, to be known as Wahkiakum County justice of the peace district, to contain the following voting precincts:

Altoona, Deep River, Grays River, Rosburg, Skamokawa, Elochomin, Rosedale Cathlamet, North and Cathlamet South, Puget Island East and Puget Island West.

B. There shall be one courtroom, in the courthouse at Cathlamet to serve the district.

(Res. 169-1966)

2.62.020 POSITION AUTHORIZED.

The position of District Court Judge for Wahkiakum County is hereby authorized and fixed at thirty per cent of full-time work.

(Res. 31-91 § 1: Res. 169-1966)

2.62.030 SALARY.

The annual salary rate for the position of district court judge for Wahkiakum County shall be forty (40) percent of the annual salary for a full-time district court judge as the same may be from time to time established pursuant to ART. XXVIII, Section 1, of the Washington State Constitution and its effectuating legislation.

(Res. 31-91 §§ 2, 4: Res. 169-1966)

(Res. No. 160-19, § 1, 11-26-19)

Chapter 2.68 DIRECTOR OF EMERGENCY SERVICES

2.68.010 PERMIT COORDINATOR AND DIRECTOR OF EMERGENCY SERVICES SEPARATE POSITIONS.

The Wahkiakum County Sheriff's Department is established and designated as the local organization for emergency management in Wahkiakum County. As the designated local organization for emergency management, the Wahkiakum County Sheriff's Department is authorized to perform all emergency management functions as are required by Chapter 38.52 of the Revised Code of Washington and the applicable provisions of the Washington Administrative Code.

(Ord. 124-01 § 1: Res. 25-83 § 1)

2.68.020 EFFECTIVE DATE.

The provisions of the resolution codified in this chapter shall have an effective date of 12:01 a.m. on January 1, 1984.

(Res. 25-83 § 2)

2.68.030 REFERENCES TO EMERGENCY SERVICES DEPARTMENT AND DIRECTOR.

The Wahkiakum County Sheriff is appointed the Director of the local organization for emergency management in Wahkiakum County. The Sheriff/Director shall have direct responsibility for the organization, administration, and operation of such local emergency management organization, subject to the direction and control of the Board of County Commissioners for Wahkiakum County.

(Ord. 124-01 § 2: Res. 25-83 § 3)

2.68.040 INTERPRETATION OF PROVISIONS.

This chapter shall not be interpreted as requiring any additional employee or employees.

(Res. 25-83 § 4)

Chapter 2.70 OFFICE OF COUNTY PLANNER

2.70.010 POSITION OF COUNTY PLANNER CREATED.

There is hereby created the position of County Planner, whose duties and responsibilities shall be as hereinafter set-forth and as further directed by the Board of County Commissioners, to serve at their will until further order of the Board, to-wit:

2.70.020 SALARY.

The salary of the County Planner shall be \$10,000.00 per annum.

2.70.030 DUTIES.

The Wahkiakum County Planner is hereby charged with the performance of the following duties:

- (a) The County Planner shall serve as Director of Emergency Services and receive the compensation budgeted therefor, which compensation shall be included as a portion of his total salary set-forth in paragraph 1.
- (b) The County Planner shall serve as Director of the County Planning Commission, attend all meetings thereof and give guidance to the work of the Commission and perform such additional duties as such Commission of the Board deems appropriate under the circumstances. The remainder of the County Planner's salary not paid as Director of Emergency Services shall be paid from the Budget of the Planning Commission.
- (c) The County Planner shall serve as permit coordinator for the permit office to be established by the County performing such administrative functions as shall be from time to time required and oversee the management of such office.
- (d) The County Planner shall serve as representative of the Board of County Commissioners, when so authorized by the Chairman of the Board, in attending such meetings, conferences and negotiations as the Chairman may direct, and report to the Board the results of such meetings, conferences and negotiations for confirmation by the Board. The County Planner when so acting as liaison for the Board shall not be authorized as agent of the Board to bind it legally to any obligation or undertaking.

2.70.040 APPORTIONMENT OF TIME.

Except as otherwise provided by law or regulation, the County Planner shall apportion his time between his duties as the Planner shall deem the most efficient and productive use of his time, unless otherwise directed by the Chairman of the Board.

2.70.050 BUDGET.

The County Planner shall manage and be responsible as Director, for the budgets of the County Planning Commission and Emergency Services (Civil Defense).

2.70.060 ADDITIONAL DUTIES.

The County Planner shall perform such other additional duties from time to time required of him by authorization of the Board of County Commissioners.

(Res. 192-1974; j. Ref. L-267; 2-1-74)

Chapter 2.75 WAHIAKUM COUNTY PLANNING COMMISSION

2.75.010 PURPOSE AND INTENT.

The purpose and intent of this chapter is to provide the authority for, and the procedures to be followed, in guiding and regulating the physical development of Wahkiakum County through correlating both public and private projects and coordinating their execution with respect to all subject matters utilized in developing and servicing land, all to the end of assuring the highest standards of environment for living, and the operation of commerce, industry, agriculture and recreation, and assuring maximum economies and conserving the highest degree of public health, safety, morals and welfare.

(Ord. 94-1977 § 1)

2.75.020 DEFINITIONS.

- A. The term BOARD shall be construed to mean the Board of Wahkiakum County Commissioners.
- B. The term COMMISSION shall be construed to mean the Wahkiakum County Planning Commission.
- C. The term COMPREHENSIVE PLAN shall be construed to mean the policies and proposals, approved and recommended by the Planning Commission or initiated by the Board and approved by motion by the Board (1) as a beginning step in planning for the physical development of the county; (2) as a means for coordinating county programs and services; (3) as a source of reference to aid in developing, correlating, and coordinating official regulations and controls; and (4) as a means for promoting the general welfare. Such plan shall consist of the required elements set forth in RCW 36.70.330 and may also include the optional elements set forth in RCW 36.70.350 which shall serve as a policy guide for the subsequent public and private development and official controls so as to present all proposed developments in a balanced and orderly relationship to existing physical features and governmental functions.
- D. The term ELEMENT shall be construed to mean one of the various categories of subjects, each of which constitutes a component part of the comprehensive plan.
- E. The term OFFICIAL CONTROLS shall be construed to mean legislatively defined and enacted policies, standards, precise detailed maps and other criteria, all of which control the physical development of a county or any part thereof or any detail thereof, and are the means of translating into regulations and ordinances all or any part of the general objectives of the comprehensive plan. Such official controls may include, but are not limited to, ordinances establishing zoning, subdivision control, platting and adoption of detailed maps.

(Ord. 94-1977 § 2)

2.75.030 WAHIAKUM COUNTY PLANNING COMMISSION ESTABLISHED.

There is hereby established pursuant to RCW 36.70.030 a county planning commission to be known hereafter as the WAHIAKUM COUNTY PLANNING COMMISSION.

(Ord. 94-1977 § 3)

2.75.040 COMMISSION'S COMPOSITION—APPOINTMENT—TERMS OF OFFICE.

- A. The Wahkiakum County Planning Commission shall be composed of nine members who shall be appointed by the chairman of the Board of Wahkiakum County Commissioners with the approval of a majority of the Board. In appointing such members, the Chairman shall appoint three members from each of the three County Commissioner Districts. Each member of the Board shall submit to the chairman a list of nominees residing in his Commissioner District.
- B. When the Commission is initially established, the first terms of the members of the commission shall be as follows: two, shall be appointed for one year; two, for two years; two, for three years; and three, for four years. Thereafter, the successors to the first members shall be appointed for four-year terms pursuant to the procedures set out in subsection (a) of this Section.

(Ord. 94-1977 § 4)

2.75.050 COMMISSION VACANCIES—AUTOMATIC VACANCY—QUORUM.

- A. Commission vacancies occurring for any reason other than the expiration of the term of office shall be filled by appointment by the Board of County Commissioners for the unexpired portion of the term. Vacancies shall be filled from the same Commissioner District as that of the vacating member.
- B. In the event that any Commission member shall fail to attend any three consecutive meetings of the Commission, the position of that member shall automatically be deemed vacated as of the date of the third of those said three consecutive meetings, notice of which shall promptly be given by the Commission to the Board, and the Board shall, within three weeks of the creation of said vacancy, fill the vacated position pursuant to the provisions of subsection (A) of this Section.
- C. A quorum for the purposes of conducting Commission business shall be a simple majority of the number of nonvacated positions existing at any given meeting, PROVIDED, HOWEVER, that in no event shall any business be transacted at a meeting whereat fewer than three Commission members are present, and PROVIDED, FURTHER, that no resolution shall be deemed adopted by the Commission unless it has received the affirmative vote of at least three of the Commission members or a majority of the members then in attendance, whichever shall be greater.

(Ord. 94-1977 § 5)

2.75.060 REMOVAL OF COMMISSION MEMBERS.

After public hearing, any appointee member of the Wahkiakum County Planning Commission may be removed by the chairman of the Board of Wahkiakum County Commissioners, with the approval of the Board, for inefficiency, neglect of duty, or malfeasance in office.

(Ord. 94-1977 § 6)

2.75.070 COMMISSION OFFICERS.

The Commission shall appoint a secretary who need not be a member of the Commission.

(Ord. 94-1977 § 7)

2.75.080 COMMISSION MEETINGS.

The Wahkiakum County Planning Commission shall hold not less than one regular meeting in each month; PROVIDED, that if no matters over which the Planning Commission has jurisdiction are pending upon its calendar, a meeting may be cancelled.

(Ord. 94-1977 § 8)

2.75.090 RULES AND RECORDS.

The Wahkiakum County Planning Commission shall adopt rules for the transaction of its business and shall keep a public record of its transactions, findings, and determinations. Copies of all such rules so adopted shall be filed with the Clerk of the Board of Wahkiakum County Commissioners.

(Ord. 94-1977 § 9)

2.75.100 SPECIAL SERVICES.

The Commission, subject to the approval of the Board of Wahkiakum County Commissioners, may employ or contract with planning or other specialists for such services as it requires.

(Ord. 94-1977 § 10)

2.75.110 APPROPRIATIONS FOR PLANNING—ACCEPTANCE OF GIFTS.

- A. The Board of Wahkiakum County Commissioners shall provide the funds, equipment and accommodations necessary for the work of the Wahkiakum County Planning Commission. The expenditures of the Planning Commission, exclusive of gifts, shall be within the amounts appropriated for the respective purposes.
- B. The Commission may accept gifts in behalf of the County to finance any planning work authorized by law.

(Ord. 94-1977 § 11)

2.75.120 CONFERENCE AND TRAVEL EXPENSES.

Members of the Wahkiakum County Planning Commission shall inform themselves on matters affecting the functions and duties of planning agencies. For that purpose, and when authorized by the Board of County Commissioners, such members may attend planning conferences, meetings of planning executives or of technical bodies; hearings on planning legislation or matters relating to the work of the Planning Commission. The reasonable travel expenses, registration fees and other costs incident to such attendance at such meetings and conferences shall be charges upon the funds allocated to the Planning Commission. In addition, members of the Commission may also receive reasonable travel expense to and from their usual place of business to the place of a regular meeting of the Commission. The Planning Commission may pay dues for membership in organizations specializing in the subject of planning. The Planning Commission may subscribe to technical publications pertaining to planning.

(Ord. 94-1977 § 12)

2.75.130 COMPREHENSIVE PLAN.

The Wahkiakum County Planning Commission shall prepare a comprehensive plan for the orderly physical development of Wahkiakum County and may include any land outside its boundaries which, in the judgment of the

Commission, relates to planning for the County. The plan shall be referred to as the comprehensive plan and, after hearings by the Commission and approval by motion of the Board of Wahkiakum County Commissioners, shall be certified as the comprehensive plan. Amendments or additions to the comprehensive plan shall be similarly processed and certified. The comprehensive plan shall consist of a map or maps, and descriptive text covering objectives, principles and standards used to develop it, and shall include each of the following elements:

- A. A land use element which designates the proposed general distribution and general location and extent of the uses of land for agriculture, housing, commerce, industry, recreation, education, public buildings and lands, and other categories of public and private use of land, including a statement of the standards of population density and building intensity recommended for the various areas in the jurisdiction and estimates of future population growth in the area covered by the comprehensive plan, all correlated with the land use element of the comprehensive plan;
- B. A circulation element consisting of the general location, alignment and extent of major thoroughfares, major transportation routes, trunk utility lines, and major terminal facilities, all of which shall be correlated with the land use element of the comprehensive plan;
- C. Any supporting maps, diagrams, charts, descriptive material and reports necessary to explain and supplement the above elements.

(Ord. 94-1977 § 13)

2.75.140 AMPLIFICATION OF COMPREHENSIVE PLAN.

When the comprehensive plan containing the mandatory subjects as set forth in Section 2.75.130 shall have been approved by motion by the Board of Wahkiakum County Commissioners and certified, it may thereafter be progressively amplified and augmented in scope by expanding and increasing the general provisions and proposals for all or any one of the required elements set forth in Section 2.75.130 and by adding provisions and proposals for the optional elements set forth in RCW 36.70.350 and by refining said comprehensive plan in accordance with the provisions of RCW 36.70.340.

(Ord. 94-1977 § 14)

2.75.150 COMPREHENSIVE PLAN—FILING OF COPIES.

Whenever the Planning Commission has developed a comprehensive plan, or any addition or amendment thereto, covering any land outside of the boundaries of the County as provided in Section 2.75.130, copies of any features of the comprehensive plan extending into an adjoining jurisdiction shall for purposes of information be filed with such adjoining jurisdiction.

(Ord. 94-1977 § 15)

2.75.160 COMPREHENSIVE PLAN—PUBLIC HEARING REQUIRED.

Before approving all or any part of the comprehensive plan or any amendment, extension or addition thereto, the Commission shall hold at least one public hearing and may hold additional hearings at the discretion of the Commission.

(Ord. 94-1977 § 16)

2.75.170 COMPREHENSIVE PLAN—NOTICE OF HEARING.

Notice of the time, place and purpose of any public hearing shall be given by one publication in a newspaper of general circulation in Wahkiakum County, at least ten days before the hearing.

(Ord. 94-1977 § 17)

2.75.180 COMPREHENSIVE PLAN—APPROVAL.

The approval of the comprehensive plan, or of any amendment, extension or addition thereto, shall be by the affirmative vote of not less than a majority of the total members of the Commission. Such approval shall be by a recorded motion which shall incorporate the findings of fact of the Commission and the reasons for its action and the motion shall refer expressly to the maps, descriptive, and other matters intended by the Commission to constitute the plan or amendment, addition or extension thereto. The indication of approval by the commission shall be recorded on the map and descriptive matter by the signatures of the chairman and the secretary of the Commission and of such others as the Commission in its rules may designate.

(Ord. 94-1977 § 18)

2.75.190 COMPREHENSIVE PLAN—AMENDMENT.

When changed conditions or further studies by the Planning Commission indicate a need, the Commission may amend, extend or add to all or part of the comprehensive plan in the manner provided in this Chapter for approval in the first instance.

(Ord. 94-1977 § 19)

2.75.200 COMPREHENSIVE PLAN—REFERRAL TO BOARD.

A copy of the comprehensive plan or any part, amendment, extension of or addition thereto, together with the motion of the Planning Commission approving the same, shall be transmitted to the board of Wahkiakum County Commissioners for the purpose of being approved by motion and certified as provided in Chapter 36.70 of the Revised Code of Washington.

(Ord. 94-1977 § 20)

2.75.210 RELATING PROJECTS TO COMPREHENSIVE PLAN.

After the Board has approved by motion and certified all or parts of the comprehensive plan for the County or any part of the County, the Planning Commission shall use such plan as the basic source of reference and as a guide in reporting upon or recommending any proposed project, public or private, as to its purpose, location, form, alignment and timing. The report of the Planning Commission on any project shall indicate wherein the proposed project does or does not conform to the purpose of the comprehensive plan and may include proposals which, if effected, would make the project conform. If the Planning Commission finds that a proposed project reveals the justification or necessity for amending the comprehensive plan or any part of it, it may institute proceedings to accomplish such amendment, and in its report to the Board on the project shall note that appropriate amendments to the comprehensive plan, or part thereof, are being initiated.

(Ord. 94-1977 § 21)

2.75.220 ANNUAL REPORT.

After all or part of the comprehensive plan of Wahkiakum County has been approved by motion and certified, the Planning Commission shall render an annual report to the Board on the status of the plan and accomplishments thereunder.

(Ord. 94-1977 § 22)

2.75.230 INFORMATION TO BE FURNISHED COMMISSION.

Upon request, all public officials or agencies shall furnish to the Commission within a reasonable time such available information as is required for the work of the Commission.

(Ord. 94-1977 § 23)

2.75.240 SPECIAL REFERRED MATTERS—COMMISSION'S ADDITIONAL POWERS.

Matters specifically referred to the Commission by the Board shall be studied and reviewed by the Commission. The Commission shall make written findings and recommendations to the Board regarding any matter so referred. Final action shall not be taken on a matter so referred until the Commission has submitted its report within such period of time as the Board shall designate. In reporting upon the matters referred to in this section, the Commission may make such investigations, maps, reports and recommendations as it deems desirable.

(Ord. 94-1977 § 25)

2.75.250 REQUIRED SUBMISSION OF CAPITAL EXPENDITURE PROJECTS.

At least five months before the end of each fiscal year each county officer, department, board or commission and each governmental body whose jurisdiction lies entirely within the county, except incorporated cities and towns, whose functions include preparing and recommending plans for, or constructing major public works, shall submit to the respective planning agency a list of the proposed public works being recommended for initiation or construction during the ensuing fiscal year.

(Ord. 94-1977 § 26)

2.75.260 RELATING CAPITAL EXPENDITURE PROJECTS TO COMPREHENSIVE PLAN.

The Commission shall list all such matters referred to in Section 2.75.250 and shall prepare for and submit a report to the Board for which report shall set forth how each proposed project relates to all other proposed projects on the list and to all features in the comprehensive plan both as to location and timing.

(Ord. 94-1977 § 27)

2.75.270 OFFICIAL CONTROLS.

From time to time, the Commission may, or if so requested by the Board shall, cause to be prepared official controls which, when adopted by ordinance by the Board, will further the objectives and goals of the comprehensive plan. The Commission may also draft such regulations, programs and legislation as may, in its judgment, be required to preserve the integrity of the comprehensive plan and assure its systematic execution, and the Commission may recommend such plans, regulations, programs and legislation to the Board for adoption.

(Ord. 94-1977 § 28)

2.75.280 OFFICIAL CONTROLS—PROCEDURE.

In recommending official controls to the Board of Wahkiakum County Commissioners the Commission shall strictly adhere to the procedures relating thereto set forth in Chapter 36.70 of the Revised Code of Washington.

(Ord. 94-1977 § 29)

2.75.290 SUBDIVIDING AND PLATTING.

The Commission shall review all proposed land plats and subdivisions and make recommendations to the Board thereon with reference to approving, or recommending any modifications necessary to assure conformance to the general purposes of the comprehensive plan and to standards and specifications established by state law or local controls.

(Ord. 94-1977 § 30)

2.75.300 COMMISSION'S RECOMMENDATIONS ADVISORY ONLY.

The reports and recommendations of the Wahkiakum County Planning Commission, whether on a proposed control initiated by it, whether on a matter referred back to it by the Board for further report, or whether on a matter initiated by the Board, shall be advisory only and the final determination shall rest with the Board of Wahkiakum County Commissioners.

(Ord. 94-1977 § 31)

Chapter 2.79 COUNTY FAIR BOARD

2.79.010 FAIR BOARD ESTABLISHED.

There is established in Wahkiakum County, Washington, a County agency or organization known as the "Wahkiakum County Fair Board," which shall consist of twelve regular members to serve at the pleasure of the Board of County Commissioners without compensation, except as provided in this chapter.

(Res. 122-05 § 1)

2.79.020 MEMBERSHIP—APPOINTMENT—TERMS.

- A. The membership of the Board shall be composed of twelve (12) residents of Wahkiakum County. All memberships shall be "at large" positions and may be residents of any part of Wahkiakum County, PROVIDED HOWEVER, that up to three members of the Board may be a resident of Pacific County if those members reside within the Naselle-Grays River Valley School District No. 155. Each member shall serve a three-year term beginning January 1st of the calendar year following the member's appointment.
- B. To insure continuity of Board membership, the terms of Board members shall be staggered. During the December, 2005, Fair Board meeting, the terms of office of all incumbent members shall be adjusted as follows: all members shall have a two-year term. The newly aligned terms of office shall take effect on January 1, 2006.
- C. Upon the occurrence of a vacancy in Fair Board membership, a new member shall be appointed to fill the unexpired term of his or her predecessor to insure a continuation of staggered expiration dates.

D. Members of the Fair Board shall be appointed by majority vote of the Board of County Commissioners as vacancies occur. As to each appointment, the member shall be selected from a list of all nominees who have expressed a preliminary interest in the appointment. The Fair Board shall take all necessary steps to ensure proper notices, postings, and advertisements have been made regarding any Fair Board vacancies. This list shall be submitted to the Board of County Commissioners by the Fair Board. Nominees shall be sent to the Board of County Commissioners no later than sixty days prior to that individual's end of term, if practicable.

(Res. 122-05 § 2)

(Res. No. 89-18, § 1, 8-7-18)

2.79.030 EX OFFICIO MEMBERS.

In addition to the members of the Board herein provided, the Fair Manager/Event Coordinator, the County Extension Agent, the vocational agricultural teacher from Wahkiakum High School, the Fair Royalty Court Advisor and each of the County Commissioners may serve as ex officio nonvoting members of the Fair Board.

(Res. 122-05 § 3)

2.79.040 MEETINGS—QUORUM.

All Fair Board meetings shall be public meetings subject to the Open Meetings Laws of the State of Washington. The presence of not less than three members, in addition to either the President or presiding officer, shall constitute a quorum of the Fair Board and business may be conducted upon an affirmative vote of a majority of the quorum. The Fair Board shall meet once a month on a regularly scheduled meeting date and place, notice of which shall be given the public by law. The Fair Board may meet more often upon motion of the Board at any regular meeting; or on the request of not less than four Fair Board members, notice of which shall be preceded by notice of not less than twenty-four hours to the members and the press, on an emergency order of the Chairman of the Board. Exception: A quorum for the Executive Finance Committee shall be comprised of two members and the Fair Board Manager/Event Coordinator.

(Res. 122-05 § 4)

2.79.050 OFFICERS.

The members of the Fair Board shall elect from their members a President and Vice President. The members of the Fair Board may elect from their members, or appoint persons not from the membership, to serve as Secretary and Treasurer of the Fair Board. Election of officers shall be held at the December meeting of each year and officers shall take office in the first meeting of January of the succeeding year. Officers shall serve until the first meeting of the next succeeding year. The immediate past President shall also be a voting officer during the year following their term as President.

(Res. 122-05 § 5)

2.79.060 MEMBERSHIP—VACANCIES.

All vacancies on the Wahkiakum County Fair Board shall be filled by appointment as provided in Section 2.79.020 of this chapter.

(Res. 122-05 § 6)

2.79.070 CONFLICT OF INTEREST.

All members of the Wahkiakum County Fair Board shall be held strictly accountable to the standards of conduct set forth in RCW Chapter 42.20 and shall at all times avoid a conflict of interest and maintain appearance of fairness standards. However, Fair Board members may submit, on a case-by-case basis, requests for exceptions to established policy and procedures.

(Res. 122-05 § 7)

2.79.080 OFFICER DUTIES.

It shall be the duty of the President of the Fair Board to conduct the meetings of the Board, to report to the Board of County Commissioners on the business of the Fair Board, and to represent the Fair Board in matters requiring representation. It shall be the duty of the Vice President to serve in the absence or unwillingness to serve of the President. It shall be the duty of the Secretary to keep and maintain the minutes of the Fair Board, which are a public record, and to correspond for the Board when correspondence is required. It is the responsibility of the Treasurer to report to the Fair Board, to prepare and present vouchers for submittal to the Executive Finance Committee for approval and signature. The Fair Manager/Event Coordinator shall present said vouchers to the County Auditor, to account to and confer with the County Auditor as to the status of the fair budget, and to account to and deposit with the County Treasurer as to receipts obtained through both the operation of the fair and the fairgrounds properties.

(Res. 122-05 § 8)

2.79.090 FAIR MANAGER/EVENT COORDINATOR.

The Board of County Commissioners shall annually appoint a Fair Manager/Event Coordinator, to serve at the will of the Board of County Commissioners.

(Res. 122-05 § 9; Res. No. 46-10, § 1, 3-16-10; Res. No. 140-11, § 1, 10-4-11)

2.79.100 FAIR BOARD—DUTIES AND POWERS.

The Fair Board shall be responsible for the operation, maintenance, expenditures and receipts of the Wahkiakum County fair and fairgrounds properties. The Fair Board shall have the power to adopt formal policies, rules and regulations relative to the operation, maintenance and conduct of the fair, fairgrounds and fair properties subject only to supersession of policies, rules, regulations, resolutions or ordinances by the Board of County Commissioners or laws of the State of Washington. The Fair Board shall, with the advice of the Fair Manager, make a preliminary budget of the fair fund and the current expense fair budget, presenting the same to the Board of County Commissioners annually in conformity with the needs of the fair and guidelines adopted and promulgated by the County Treasurer. The Fair Board shall recommend to the Board of County Commissioners nominees for appointment of members to the Board when vacancies occur.

(Res. 122-05 § 10)

2.79.110 FAIR REVOLVING FUND.

A fair revolving fund was authorized by Resolution No. 31-77 adopted August 15, 1977, codified in Chapter 10.40, which resolution is amended to the extent provided herein, and ratified in all other particulars. The amount of the fair revolving fund shall be budgeted annually within the fair fund budget approved by the Board of County Commissioners. The purpose of the fair revolving fund is limited only to the payment of premiums, transient labor,

entertainment and other expenses of the fair which are required to be made immediately two weeks prior to the fair, during the period the fair is being conducted, and two days thereafter, and not otherwise, except, forty days shall be allowed for the issuance of premium checks.

(Res. 122-05 § 11)

2.79.120 FAIR REVOLVING FUND—EXPENDITURES.

All expenditures from the fair revolving fund shall be disbursed by checks drawn only upon the signature of two of the following four designees who shall annually execute all necessary signature cards, to-wit: the Fair Manager, President, Secretary and Treasurer of the Fair Board. All expenditures from the fair revolving fund shall be supported by a paid receipt or properly executed invoice signed by the payor or vendor, except expenditures for premiums or supplies, in which latter events a list of premium or prize winners, or suppliers and items purchased shall be supplemented by entry records and certified by the Fair Board. The fair revolving fund shall be closed and accounted for not later than the first day of December of each year, the checking account shall be closed with the final check made payable to the County Treasurer in the amount of the balance of the account and any cash remaining within the fair revolving fund shall simultaneously be made to the County Auditor showing the amount withdrawn from the fair fund to established the fair revolving fund, all expenditures therefrom together with receipts, classifications as to which expenditures were applied. The moneys deposited with the County Treasurer and the moneys expended shall equal the amount originally withdrawn from the fair fund.

(Res. 122-05 § 12)

2.79.130 RECEIPTS DEPOSIT.

All receipts from the operation of the fair and fair properties shall be deposited to the credit of the fair fund with the County Treasurer. No moneys from the operation of the fair and fair properties shall be deposited to the fair revolving fund. The Fair Manager may, in addition, establish and maintain a petty cash fund if so authorized by motion of the Board of County Commissioners who shall in such motion establish the maximum amount thereof. The petty cash fund shall be maintained in such manner as may be established by the County Treasurer and State Auditor.

(Res. 122-05 § 13)

2.79.140 BONDS FOR RESPONSIBLE OFFICIALS.

The Fair Manager, President, Vice President, Secretary and Treasurer of the fair shall at all times keep in full force and effect a personal corporate surety bond in an amount not less than the total amount in the fair revolving fund and shall be paid therefrom, for the full and faithful performance of their duties.

(Res. 122-05 § 14)

2.79.150 FAIR MANAGER/EVENT COORDINATOR—DUTIES AND POWERS.

The Fair Manager shall be the chief administrative officer of the fair and fair properties and shall be responsible for carrying out fair and fair property policies, rules and regulations adopted and promulgated by the Fair Board. The Fair Manager shall attend the meetings of the Fair Board and shall make recommendations regarding required rules and regulations, shall concur in budget recommendations and shall, in addition to the officers of the Fair Board, serve as liaison with the Board of County Commissioners. As directed by the Fair Board and to the extent authorized by the budgets of the Fair Board and fair current expense fund, the Fair Manager may employ a caretaker and assistant manager, and may employ such other persons as are necessary for the operation

and maintenance of the fair and fair properties. The Fair Manager shall initiate, direct and administer fair and fair-related activities.

(Res. 122-05 § 15; Res. No. 46-10, § 2, 3-16-10)

2.79.160 COMMITTEES.

The Fair Board shall have the authority to delegate to Fair Committees certain nonfinancial duties to study and investigate problems in their respective fields as they relate to the management, development and operations of the fair to report back to the Fair Board with a recommendation. Fair Board Committees shall have authority to take full charge of and complete projects only when specifically authorized so to do by the Fair Board. An Executive Committee shall be composed of only the officers of the Fair Board, one County Commissioner selected by the Board of County Commissioners, the immediate past President of the Fair Board, the Fair Manager/Event Coordinator as ex officio nonvoting member, and shall have authority to act for the Fair Board on emergency matters which require immediate attention. The remaining members of the Fair Board may serve on the Executive Committee but shall not be counted for purposes of constituting a quorum. An Executive Finance Committee is established and shall be comprised of all the Executive Committee members except the County Commissioner. The quorum for the Executive Finance Committee is defined in Section 2.79.040 of this chapter. Other committees may be established for budget, building and grounds; concessions and parking; entertainment; Grange and agriculture; public relations; youth premiums; and such other committees as shall be established by the Fair Board. Committees other than the Executive Committee may consist of committee members not members of the Fair Board, and a minimum of one Fair Board member shall sit on each committee.

(Res. 122-05 § 16)

2.79.170 BOARD OF COUNTY COMMISSIONERS POWERS.

The Board of Wahkiakum County Commissioners retains fiscal responsibility for final approval of the fair fund budget, fair current expense budget, budgeting and approval of the fair revolving fund and fair petty cash, investment authority for the fair fund and surplus moneys attributable to the fair, and the power to audit, approve or deny vouchers regularly submitted thereon. The Board of County Commissioners similarly reserves the power to approve or deny interbudgetary transfers which shall only be made upon resolutions as set forth in RCW Chapter 36.40. The Board of County Commissioners retains all powers relative to the real estate upon which the fairgrounds is situate, including authority to commit such real estate for other purposes. Capital improvements shall be made only upon the approval of the Board of County Commissioners. In the event that any Fair Board member fails in continued participation in the meetings of Fair Board and its committees, defined herein as absence from three consecutive Fair Board or committee meetings, the Board of County Commissioners reserves the right to declare such Fair Board member position vacant. The Board shall fill the vacant position within sixty days pursuant to the selection process set forth in Section 2.79.020(D) of this chapter.

(Res. 122-05 § 17)

2.79.180 COMPLIMENTARY PASSES.

Individuals on official fair business may be issued complimentary passes to the fair at the discretion of the Fair Board.

(Res. 122-05 § 18)

2.79.190 MEMBERSHIP IN WASHINGTON FAIRS ASSOCIATION.

The Wahkiakum County Fair shall be a member of the Washington Fairs Association and shall pay dues to that association budgeted from the fair fund. The expenses of Fair Board members, the Manager, ex officio Fair Board members, Superintendents and Clerks, to the annual or other meetings or conventions of the Washington Fairs Association shall be a proper charge against the Fair Board to the extent budgeted therein and to the extent that such claims for expenditures conform to the requirements of the County and State Auditor and general resolutions of the County Commissioners pertaining to per diem expenditures. Attendance at any such meeting or convention shall be limited to not more than twelve (12) of such persons whose attendance has been approved prior thereto by motion of the Fair Board meeting in regular session.

(Res. 122-05 § 19)

Chapter 2.80 RESERVED³

Chapter 2.81 WAHAKIACUM COUNTY LAW AND JUSTICE COUNCIL

2.81.010 ESTABLISHED.

There is hereby established the Wahkiakum County Law and Justice Council.

(Res. 87-93 § 1)

2.81.020 PURPOSE.

The purpose of the Council is to advise the Board of County Commissioners, Wahkiakum County, Washington, on issues related to all aspects of the law and justice system in Wahkiakum County.

(Res. 87-93 § 2)

2.81.030 MEMBERSHIP.

The Wahkiakum County Law and Justice Council (Council) is hereby formed subject to the following:

- A. Membership. The Council shall have thirteen (13) members and shall consist of the following designated officials:
1. The Wahkiakum County Sheriff;
 2. The Town Marshal of the Town of Cathlamet;
 3. The Town Attorney of the Town of Cathlamet;
 4. The Wahkiakum County Prosecuting Attorney;
 5. The Wahkiakum County Clerk;
 6. The Secretary of the Washington State Department of Corrections or his representative;

³Editor's note(s)—Sec. 1 of Res. No. 17-15, adopted Jan. 27, 2015, repealed §§ 2.80.010—2.80.210, which effectively repealed ch. 2.80, County Prisoners, and derived from Res. 185A-1971; and Res. 145-98.

7. The Wahkiakum County Superior Court Judge;
 8. A representative of the Town Council of the Town of Cathlamet to be appointed by the Mayor;
 9. Three citizens at large, one from each Commissioner District and chosen by their respective commissioner;
 10. The Chairman of the Board of Wahkiakum County Commissioners;
 11. The Sergeant of the local detachment of the Washington State Patrol.
- B. Term.
1. Each designated official listed above may appoint a representative who shall have identical standing as the designated official. Such appointment shall be done in writing by the designated official and submitted to the Council prior to that representative being allowed to participate as a voting member;
 2. The terms of these appointments are effective immediately. The citizen members shall serve two-year terms, subject to reappointment at the pleasure of the Board of County Commissioners.

(Res. 87-93 § 3)

2.81.040 POWERS AND DUTIES.

- A. The local law and justice council shall develop a local law and justice plan for the county. The Council shall design the elements and scope of the plan subject to final approval by the Board of County Commissioners. The general intent of the plan shall include seeking means to maximize local resources including personnel and facilities, reduce duplication of services, and share resources between local and state government in order to accomplish local efficiencies without diminishing effectiveness. The plan shall also include a section on jail management. This section may include the following elements:
1. A description of current jail conditions, including whether the jail is overcrowded;
 2. A description of potential alternatives to incarceration;
 3. A description of current jail resources;
 4. A description of the jail population as it presently exists and how it is projected to change in the future;
 5. A description of projected future resource requirements;
 6. A proposed action plan, which shall include recommendations to maximize the use of intermediate sanctions, minimize overcrowding, avoid duplication of services, and effectively manage the jail and the offender population;
 7. A list of proposed advisory jail standards and methods to effect periodic quality assurance inspections of the jail;
 8. A proposed plan to collect, synthesize, and disseminate technical information concerning local criminal justice activities, facilities, and procedures;
 9. A description of existing and potential services for offenders including employment services, substance abuse treatment, mental health services, and housing referral services.
- B. The Council may propose other elements of the plan, which shall be subject to review and approval by the Board of County Commissioners, prior to their inclusion into the plan.

(Res. 87-93 § 4)

2.81.050 OFFICERS.

The Wahkiakum County Sheriff shall serve as Chairman of the Council. The Council may elect additional officers as it deems appropriate.

(Res. 87-93 § 5)

2.81.060 SUB-COMMITTEES.

Sub-Committees shall be established by the Council as needed. The Chair of the Council shall appoint the Chair of any sub-committee authorized and established by the Council.

(Res. 87-93 § 6)

2.81.070 MEETINGS.

The Council shall meet as required but not less than four times in each calendar year. Additional or special meetings may be scheduled upon request of a majority of the Council members or Board of County Commissioners.

(Res. 87-93 § 7)

2.81.080 QUORUM.

Seven voting members shall constitute a quorum at any official meeting of the Council. A majority vote of the members present is required to ratify any action of the Council. Roberts Rules of Order and Parliamentary Procedures shall govern meetings of the Council. Each member of the committee is permitted only one vote, except the Chair, who shall vote only to break a tie.

(Res. 87-93 § 8)

2.81.090 PUBLIC INPUT.

All meetings of the Council are open to the public and shall be conducted in accordance with the Open Public Meetings Act, Chapter 42.30 RCW. The Council, to the extent possible, is encouraged to solicit and request citizen involvement in the work and issues facing the Council. The Council shall submit a copy of the minutes of each meeting to the Board of County Commissioners as soon as is practicable.

(Res. 87-93 § 9)

2.81.100 RECOMMENDATIONS.

It shall be the duty of the Council to make recommendations and reports to the Board of County Commissioners whenever requested to do so or when required to do so by official action of the Council.

(Res. 87-93 § 10)

Chapter 2.82 LOWER COLUMBIA COMMUNITY ACTION COUNCIL

2.82.010 INTENTION TO PARTICIPATE IN ECONOMIC OPPORTUNITY ACT OF 1964 PROGRAMS DECLARED.

- (a) The Board of County Commissioners hereby declares that Wahkiakum County shall take whatever action is necessary to enable the county to participate in the programs set forth in the Economic Opportunity Act of 1964 (Public Law 88-452; 78 Stat. 508).
 - (b) A Community Action Committee named and formed on the 26th day of March, 1965, is hereby confirmed.
- (Res. 172-1966; j. ref. K-411; 11-10-66)

Chapter 2.83 SOCIAL SERVICES COORDINATING BOARD

2.83.010 JOINT COUNTY BOARD APPOINTED.

The Cowlitz County Commissioners and the Wahkiakum County Commissioners resolve that the Community Mental Health Program Administrative Board shall be dissolved and that a Cowlitz-Wahkiakum Social Services Coordinating Board will be appointed to fulfill the functions and membership requirements of a Community Mental Health Program Administrative Board (RCW 71.24), an Alcoholism Administrative Board (RCW 70.96A) and a Community Developmental Disabilities Board (RCW 71.20), and other functions as deemed necessary by the Boards of County Commissioners of Cowlitz and Wahkiakum Counties.

(Res. 41-77)

Chapter 2.84 RESERVED⁴

Chapter 2.85 COWLITZ-WAHAKIYAKUM GOVERNMENTAL CONFERENCE

2.85.010 CONFERENCE MEMBERSHIP APPROVED.

Pursuant to RCW 36.64.080, the Wahkiakum County Board of Commissioners does hereby agree to enter into membership of the Cowlitz-Wahkiakum Governmental Conference for the purpose of mutual interest and concern.

(Res. 193-1974; j. ref. L-276; 2-19-74)

Chapter 2.88 WAHAKIYAKUM COUNTY HEALTH DEPARTMENT

2.88.010 WAHAKIYAKUM COUNTY HEALTH DEPARTMENT CREATED.

There is hereby created the Wahkiakum County Health Department.

⁴Editor's note(s)—Ch. 2.84, §§ 2.84.010, 2.84.020, which pertained to Timberland Regional Support Network, and derived from Res. 56-95, has been deleted as said Network is defunct by Ord. No. 163-17, adopted May 16, 2017.

(Res. 118-93 § 1)

2.88.020 POWERS AND DUTIES OF HEALTH DEPARTMENT.

The Wahkiakum County Health Department shall have all of the powers and duties prescribed by: the public health statutes of the State of Washington, the rules promulgated by the Wahkiakum County Board of Health, and the rules promulgated by the Washington State Board of Health and the Secretary of the Washington State Department of Health. The powers and duties of the Wahkiakum County Health Department shall also include any powers or duties that may be contained in any future amendments to the public health statutes and rules of the State of Washington together with any future amendments to the public health rules as may be promulgated by the Wahkiakum County Board of Health.

(Res. 118-93 § 2)

2.88.030 LOCAL BOARD OF HEALTH ESTABLISHED.

The Board of County Commissioners of Wahkiakum County, Washington, shall constitute the local Board of Health for Wahkiakum County, Washington, and its jurisdiction shall be coextensive with the boundaries of Wahkiakum County, Washington.

(Res. 118-93 § 3)

2.88.040 POWERS AND DUTIES OF THE LOCAL BOARD OF HEALTH.

The Wahkiakum County Board of Health shall have supervision over all matters pertaining to the preservation of the life and health of the people within Wahkiakum County. Without limiting the scope of the powers set forth in the preceding sentence, the Board shall have all of the powers and duties set forth in Section 70.05.060 of the Revised Code of Washington, as the same now exists or may hereafter be amended.

(Res. 118-93 § 4)

2.88.050 ADMINISTRATION OF THE HEALTH DEPARTMENT.

The Wahkiakum County Board of Health shall appoint an Administrative Officer and a local Health Officer. The Administrative Officer shall act as executive secretary for the County Board of Health and shall be responsible for administering the operations of the Wahkiakum County Health Department. The local Health Officer shall act under the direction of the Administrative Officer pursuant to the provisions of Section 70.05.070 of the Revised Code of Washington, as the same now exists or may hereafter be amended.

(Res. 118-93 § 5)

2.88.060 Administrative officer of the Health Department.

The Administrative Officer of the Health Department may also be referred to as the Director of the Health Department. The Director of the Health Department, or the Director's designee, shall have the power to enter into contracts, interlocal compacts, and other agreements the primary purpose of which is to allow the Health Department to render services to members of the medical plans, including government medical plans nonexclusively to include such plans as Medicare and Medicaid, and to set reimbursement amounts for such services. Such agreements, once executed by the Director or his designee, shall bind Wahkiakum County.

(Res. No. 149-14, § 1, 11-4-14)

Chapter 2.89 COUNTY HEALTH OFFICERS

2.89.010 COUNTY HEALTH OFFICERS.

- A. Dr. Alan Melnick, M.D., is hereby appointed acting local health officer for Wahkiakum County, Washington, effective immediately, for an indefinite term of office.
- B. The acting local Health Officer, acting under the direction of the Wahkiakum County Health Department's Administrative Officer, shall have all of the powers and duties set forth in Section 70.05.070 of the Revised Code of Washington, as the same exists, or may hereafter be amended.
- C. The compensation of the acting local Health Officers shall be paid in an amount and in a manner to be determined by the Wahkiakum County Board of Health based upon recommendations made by the Administrative Officer of the Wahkiakum County Health Department.
- D. The acting local Health Officer, and any pro tem local Health Officers, shall be entitled to reimbursement for all expenses reasonably incurred in carrying out the duties of said office in accord with (lie applicable provisions of the Wahkiakum County Code.

(Res. 003-04)

(Res. No. 131-14, § 1, 10-7-14; Res. No. 12-19, § 1, 1-2-19)

2.89.020 Reserved.

Editor's note(s)—Sec. 2 of Res. No. 12-19, adopted Jan. 2, 2019, deleted § 2.89.020, which pertained to the alternate health officers, and derived from Res. No. 131-14, adopted Oct. 7, 2014.

Chapter 2.90 COWLITZ-WAHAKIYAKUM REGIONAL PLANNING COMMISSION

2.90.010 BY-LAWS ACCEPTED.

The by-laws of the Cowlitz-Wahkiakum Regional Planning Commission are hereby accepted.

(Res. 174B-1968; j. ref. K-512; 10-7-68)

Chapter 2.92 LOWER COLUMBIA ECONOMIC DEVELOPMENT COUNCIL

2.92.010 APPOINTMENT—PURPOSE.

The Lower Columbia Development Council is appointed on behalf of the area of Wahkiakum County as the lead agency and official Overall Economic Development Committee to advise the County on economic development matters, including the recommending to the County of funding priorities in the area of economic development.

(Res. 2-86 § 1)

2.92.020 DUTIES.

The County and the Lower Columbia Economic Development Council, nonprofit corporation, pursuant to Chapter 92, Paragraph 2, Laws of 1985, shall contract to engage in economic development programs and provide technical assistance to the County in economic development matters.

(Res. 2-86 § 2)

Chapter 2.93 HOUSING AUTHORITY

2.93.010 DECLARATION OF NEED.

The County declares that there is a need for a housing authority to exercise its powers within the boundaries of the County, and requests and authorizes the Housing Authority of the City of Longview to so exercise its powers within Wahkiakum County, Washington, until such time as the County adopts a resolution revoking such authorization.

(Res. 39-94 § 1)

2.93.020 MEMORANDUM OF UNDERSTANDING.

The resolution codified in this chapter is adopted in conjunction with a Memorandum of Understanding to be negotiated between the County of Wahkiakum and the Housing Authority of the City of Longview which Memorandum is to provide for Wahkiakum County representation on the governing body of said Authority.

(Res. 39-24 § 2)

Chapter 2.94 COWLITZ-WAHAKIYAKUM EMERGENCY MEDICAL SERVICES COUNCIL

2.94.010 RECOGNITION.

The Board of Commissioners of Wahkiakum County will and does recognize the local Emergency Medical Services Council, composed of persons representing health services, providers, consumers and local government agencies involved in the delivery of emergency medical services.

(Res. 22-85 § 1)

2.94.020 SERVICES PROVIDED.

The Board of Commissioners recognizes that Chapter 18.73 RCW provides for the creation of state, regional and local Emergency Medical Services Committees or Councils, and urges the local emergency medical services advisory council to review and evaluate the provision of emergency medical services in the community/system service area, and provide recommendations to the regional emergency medical services advisory councils on standards and matters relating to emergency medical services.

(Res. 22-85 § 2)

2.94.030 COOPERATION WITH STATE DEPARTMENT OF SOCIAL AND HEALTH SERVICES.

The local emergency medical services advisory council will cooperate with and obtain recognition from the State of Washington Department of Social and Health Services.

(Res. 22-85 § 3)

Chapter 2.96 COUNTY BOARD OF EQUALIZATION

2.96.010 CREATED.

There is created the Wahkiakum County Board of Equalization, which shall consist of five members. Members shall be appointed to their positions by a majority vote of the Board of County Commissioners. Members shall serve terms of three years duration, or until their successors are appointed. The terms of Positions Two and Four shall expire December 31, 2020. The terms of Positions One, Three, and Five shall expire December 31, 2021. Provided, however, that any member may be removed from the Board of Equalization at any time by majority vote of the Board of County Commissioners.

(Res. 20-89 § 1)

(Res. No. 171-20, § 2, 12-22-20)

2.96.020 POWERS AND DUTIES.

The Wahkiakum County Board of Equalization shall have the powers and duties prescribed by Chapter 84.48 of the Revised Code of Washington and other applicable provisions of State Law.

(Res. 20-89 § 2)

2.96.030 PER DIEM COMPENSATION.

The members of the Wahkiakum County Board of Equalization shall receive per diem in the amount of fifty-five dollars (\$55.00) per day for each day of actual attendance at meetings of the Board of Equalization.

(Res. 20-89 § 3)

(Res. No. 171-20, § 1, 12-22-20)

2.96.040 DEADLINE FOR APPEAL TO COUNTY COMMISSION.

- A. By the power vested in the Board by RCW 84.04.038(d), the deadline for petition of a change in valuation of real property is hereby amended from limits set forth in RCW 84.04.038(1)(b) and (c) by extending those limits by thirty (30) days to sixty (60). Thus, the deadlines applicable in Wahkiakum County shall be as follows:
1. On or before July 1 of the year of the assessment or determination; or
 2. Within sixty (60) days after the date of assessment, value change notice, or other notice was mailed; or
 3. Within sixty (60) days after the date that the assessor electronically:
 - (a) Transmitted the assessment, value change notice, or other notice; or
 - (b) Notified the owner or person responsible for payment of taxes that the assessment, value change notice, or other notice was available to be accessed by owner or other person.

(Res. No. 55-17, § 1, 4-4-17)

Chapter 2.98 DISABILITY BOARD

2.98.010 ESTABLISHED.

There is established a Disability Board pursuant to Chapter 41.26 RCW, which board shall consist of five members and relative to which secretarial service shall be provided by the County for the purpose of recording minutes, correspondence and maintaining necessary records.

(Res. 17-81 § 1)

2.98.020 MEETINGS.

Following its organizational meeting, the Board shall meet whenever necessary to review claims, but in any event not less than once per year. If there be no claims, at such annual meeting the Board shall review Chapter 41.26 RCW to familiarize themselves with their responsibilities.

(Res. 17-81 § 2)

2.98.030 TERMS OF MEMBERS.

All Board members shall serve terms of two years from the date of their appointment and shall be reimbursed by the County for all expenses incidental to such service as may be established by motion of the Board of County Commissioners, but shall not receive compensation for their service.

(Res. 17-81 § 3)

2.98.040 POWERS AND DUTIES.

The Board shall perform all functions, exercise all powers and make all such determinations as specified by Chapter 41.26 RCW as now existing or hereinafter amended.

(Res. 17-81 § 4)

Chapter 2.99 WAHAKIYAKUM COUNTY CIVIL SERVICE COMMISSION

2.99.010 ESTABLISHED.

The is established pursuant to Chapter 41.14 RCW, the Civil Service Commission of Wahkiyakum County, which shall consists of five persons appointed by the Board of County Commissioners. The Board shall appoint members from at least two County Commissioner Districts and shall endeavor to select at least one from each County Commissioner District.

(Res. 13-84 § 1)

(Ord. No. 155-14, § 1, 3-18-14)

2.99.020 POWERS AND DUTIES GENERALLY.

Each Civil Service Commission member and the Civil Service Commission shall be fully vested with all powers, duties, responsibilities and rights set forth in Chapter 41.14 RCW, which laws are incorporated in this chapter as the same now exists or may hereafter be enacted, amended or repealed.

(Res. 13-84 § 2)

2.99.030 TERMS OF MEMBERS.

The initial terms of the three Civil Service Commission members shall be established for two, four and six-year terms, and upon the completion of such terms shall thereafter be for six-year terms.

(Res. 13-84 § 3)

2.99.040 SECRETARIAL AND PROFESSIONAL SERVICES.

The Civil Service Commission shall have the power, within budgetary constraints established by the Board of County Commissioners, to hire secretarial, examiner and other assistance, and to contract for professional or other necessary services, to purchase such materials, supplies and services as may be necessary to accomplish the purpose of its existence as set forth in Chapter 41.14 RCW.

(Res. 13-84 § 4)

Chapter 2.102 WAHIAKUM COUNTY ALCOHOLISM AND OTHER DRUG ADDICTION BOARD

2.102.010 BOARD CREATED.

There is hereby created the Wahkiakum County Alcoholism and Other Drug Addiction Board, which shall consist of nine members. Members shall be appointed by a majority vote of the Board of County Commissioners. Members shall be chosen for their demonstrated concern for alcoholism and other drug addiction problems.

(Res. 40-93 § 1: Res. 28-93 § 1)

2.102.020 COMPOSITION CRITERIA.

Members shall be appointed to insure that the Board's composition at all times meets the following standards:

- A. At least two members of the Board shall be recovered alcoholics or other recovered drug addicts;
- B. The Board's membership shall include minority group representation;
- C. No more than four elected or appointed county or town officials shall serve on the Board at the same time;
- D. No member of the Board shall be a provider of alcoholism and other drug addiction treatment services.

(Res. 28-93 § 2)

2.102.030 TERM OF OFFICE.

Members of the Board shall serve three-year terms and hold office until their successors are appointed and qualified. To insure continuity in Board membership, when the Board is initially established, the first terms of the members shall be as follows: three shall be appointed for one year; three for two years; and three for three years. The position of any member who misses three consecutive meetings of the Board shall be deemed vacant.

(Res. 40-93 § 2: Res. 28-93 § 3)

2.102.040 POWERS AND DUTIES.

The Board shall:

- A. Conduct public hearings and other investigations to determine the needs and priorities of county citizens;
- B. Prepare and recommend to the Board of County Commissioners for approval, all plans, budgets, and applications by the county to the department of Social and Health Services, and other state agencies on behalf of the county alcoholism and other drug addiction program;
- C. Monitor the implementation of the alcoholism and other drug addiction plan and evaluate the performance of the alcoholism and drug addiction program at least annually;
- D. Advise the Board of County Commissioners and county alcoholism and other drug addiction program coordinator on matters relating to the alcoholism and other drug addiction program, including prevention and education;
- E. Nominate individuals to the Board of County Commissioners for the position of County Alcoholism and Other Drug Addiction Program Coordinator. The nominees should have training and experience in the administration of alcoholism and other drug addiction services and shall meet the minimum qualifications established by rule of the Department of Social and Health Services;
- F. Carry out other duties that the department of Social and Health services may prescribe by administrative rule; and
- G. Serve as a board for other related purposes as may be designated by resolution duly adopted by the Board of County Commissioners.

(Res. 28-93 § 4)

2.102.050 MEETINGS AND ORGANIZATIONAL STRUCTURE.

The Board shall meet whenever necessary to conduct business. Annually, the Board shall elect a Chairman. The Board shall conduct its meetings in accord with state law and recognized rules of parliamentary procedure. Minutes of each meeting shall be kept by a secretary or other person appointed by the Chairman.

(Res. 28-93 § 5)

2.102.060 PROVISIONS SUPERSEDED.

This chapter supersedes any conflicting provisions contained in Resolution 41-77 and Section 2.83.010 of the Revised Code of Wahkiakum County.

(Res. 28-93 § 6)

Chapter 2.106 WAHAKIYAKUM COUNTY COMMUNITY OUTREACH ADVISORY BOARD

2.106.010 BOARD CREATED.

There is created the Wahkiakum County Community Outreach Advisory Board, which shall consist of fourteen members. Members shall be appointed by a majority vote of the Board of County Commissioners. Members shall be chosen for their demonstrated concern for the delivery of social services.

(Res. 133-00 § 1; Res. 15-94 § 1)

2.106.020 COMPOSITION CRITERIA.

Members shall be appointed to insure that the Board's composition at all times meets the following standards:

- A. One member shall be selected by the local United Way organization;
- B. One member shall be selected by the local Salvation Army organization;
- C. One member shall be selected by the local American Red Cross organization;
- D. One member shall be selected by the local Catholic Charities, USA, organization;
- E. One member shall be a homeless or formerly homeless person;
- F. One member shall be selected by the Wahkiakum County Council of Churches;
- G. One member shall be selected by the Mayor of Town of Cathlamet;
- H. One member shall be selected by the Wahkiakum Food Bank organization;
- I. One member shall be selected by the Helping Hand Food Resource Center;
- J. One member shall be the Wahkiakum County Community Outreach Coordinator;
- K. Three at large members shall be selected by the Board of County Commissioners in such a manner as to insure geographical and ethnic diversity on the Board; and
- L. One member shall be selected by the Lower Columbia Community Action Council.

(Res. 133-00 § 2; Res. 15-94 § 2)

2.106.030 TERM OF OFFICE.

Members of the Board shall serve three-year terms and hold office until their successors are appointed and qualified. To insure continuity in Board membership, when the Board is initially established, the first terms of the members shall be as follows: five shall be appointed for one year; five for two years; and four for three years. The position of any member who misses three consecutive meetings of the Board shall be deemed vacant. Organizations with representatives to the Board may designate one alternate in writing.

(Res. 15-94 § 3)

2.106.040 POWERS AND DUTIES.

The Board shall:

- A. Conduct public hearings and other investigations to determine the social services needs of county residents;
- B. Serve as the Local Board of the Federal Emergency Management Agency's Emergency Food and Shelter National Board Program;
- C. Develop and implement an appeals process to hear and resolve appeals made by funded or nonfunded local recipient organizations, which process shall include a mechanism for the investigation of complaints made by individuals or organizations;
- D. Advise the Board of County Commissioners and the Director of the Wahkiakum County Health and Human Services Department on matters relating to social services programs; and
- E. Serve as a board for other related purposes as may be designated by the resolution duly adopted by the Board of County Commissioners.

(Res. 133-00 § 3; Res. 15-94 § 4)

2.106.050 ROLE OF COMMUNITY OUTREACH COORDINATOR.

The Wahkiakum County Community Outreach Coordinator shall serve as the Board's executive secretary. The Wahkiakum County Health and Human Services Department shall provide staff support to the Board.

(Res. 133-00 § 4; Res. 15-94 § 5)

2.106.060 MEETINGS AND ORGANIZATIONAL STRUCTURE.

The Board shall meet whenever necessary to conduct business. Annually, the Board shall elect a chairman. The Board shall conduct its meetings in accord with state law and recognized rules of parliamentary procedure. Minutes of each meeting shall be kept by the executive secretary.

(Res. 15-94 § 6)

Chapter 2.110 RESERVED⁵

Chapter 2.112 WAHKIAKUM COUNTY MENTAL HEALTH AND DEVELOPMENT DISABILITY ADVISORY BOARD

2.112.010 BOARD CREATED.

There is hereby created the Wahkiakum County Mental Health and Human Services Advisory Board, which shall consist of eleven (11) members but not more than twenty-one (21) members. Members shall be appointed by a majority vote of the Board of County Commissioners. The local health officer and a member of the local board of health shall serve as ex officio members of the Board. Ex officio members are not included in determining a quorum and the Board of Health member shall be a non-voting member.

⁵Editor's note(s)—Sec. 8 of Res. No. 173-01, adopted Nov. 6, 2001, repealed in its entirety ch. 2.110, which pertained to mental health advisory board, consisted of §§ 2.110.010—2.110.060, and derived from Res. 32-95.

(Res. No. 173-01, § 1, 11-6-01; Res. No. 41-24, § 1, 3-12-24)

2.112.020 COMPOSITION CRITERIA.

The Advisory Board must be broadly representative of the character of the community. Membership preference shall be given to tribal, racial, ethnic, and other minorities. The Advisory Board must consist of a balance of members with expertise, career experience, and consumer experience in areas impacting public health and with populations served by the Health Department. The Board's composition shall include:

- (a) Members with expertise in and experience with:
 - (i) Health care access and quality;
 - (ii) Physical environment, including built and natural environments;
 - (iii) Social and economic sectors, including housing, basic needs, education, and employment;
 - (iv) Business and philanthropy;
 - (v) Communities that experience health inequities;
 - (vi) Government; and
 - (vii) Tribal communities and tribal government.
- (b) Consumers of public health services;
- (c) Community members with lived experience in any of the areas listed in (a) of this subsection;
- (d) Community stakeholders, including nonprofit organizations, the business community, and those regulated by public health;
- (e) Citizens, members of government, and/or representatives of public or private agencies knowledgeable about or lived experience with developmental disabilities and mental illnesses or interested in services to persons with developmental disabilities and mental illness in the community.

The local health jurisdiction and local Board of Health must actively recruit advisory board members in a manner that solicits broad diversity to assure representation from marginalized communities including tribal, racial, ethnic, and other minorities.

(Res. No. 173-01, § 2, 11-6-01; Res. No. 180-21, § 1, 12-28-21; Res. No. 41-24, § 2, 3-12-24)

2.112.030 TERMS OF OFFICE.

Members of the Board shall serve three-year terms and may hold office until their successors are appointed. Members may be reappointed at the end of their term of office. Subject to the approval of the Board of County Commissioners, any member may designate one alternate in writing. The Board shall establish meeting attendance requirements. The position of any member failing to fulfill the attendance requirements in the Board's bylaws shall be deemed vacant.

(Res. No. 173-01, § 3, 11-6-01; Res. No. 41-24, § 3, 3-12-24)

2.112.040 POWERS AND DUTIES.

The Board shall:

- A. Conduct public hearings and other investigations to determine the mental health and development disability service needs of County residents;
- B. Review and provide comments on plans and policies development by the County authority pursuant to the Community Mental Health Services Act;
- C. Advise the Board of County Commissioners on matters relating to mental health and developmental disability programs;
- D. Adopt bylaws for the orderly conduct of its business, PROVIDED, that such bylaws shall comply with the provisions of this Resolution No. 173-3 [as amended by Resolution No. 180-21], and Washington State law;
- E. Establish community task forces as assigned by the local Board of Health;
- F. Provide input to the local Board of Health in the recruitment and selection of an administrative officer, pursuant to RCW 70.05.045, and local health officer, pursuant to RCW 70.05.050;
- G. Use a health equity framework to conduct, assess, and identify the community health needs of Wahkiakum County, and review and recommend public health policies and priorities of the local health jurisdiction and advisory board to address community health needs, which include mental health and developmental disability;
- H. Evaluate the impact of proposed public health policies and programs and assure identified health needs and concerns are being met;
- I. Promote public participants in and identification of local public health needs;
- J. Provide community forums and hearings as assigned by the local Board of Health;
- K. Review and make recommendations to the local health jurisdiction and local Board of Health for an annual budget and fees;
- L. Review and advise on local health jurisdictions progress in achieving performance measures and outcomes to ensure continuous quality development and accountability; and
- M. Carry out other duties that Washington State Department of Social and Health Services may prescribe by administrative rule for the Wahkiakum County Health and Human Services Advisory Board. Note: RCWC 2.112.050 Staff Support is not changed.

(Res. No. 173-01, § 4, 11-6-01; Res. No. 180-21, § 2, 12-28-21; Res. No. 41-24, § 4, 3-12-24)

2.112.050 STAFF SUPPORT.

The Wahkiakum County Health and Human Services Department shall provide staff support to the Board.

(Res. No. 173-01, § 5, 11-6-01)

2.112.060 MEETINGS AND ORGANIZATIONAL STRUCTURE.

The Board shall meet monthly to conduct business, unless the Board decides on another schedule. At the first meeting of each year, the Board shall elect a chair and vice-chair. The chair shall preside over all Board meetings and work with the Health Department Administrator, or their designee, to establish board meeting agendas. The Board shall conduct its meetings in accord with state law and recognized rules of parliamentary procedure. Minutes of each meeting shall be kept by the appointed secretary and submitted to the local Board of Health.

(Res. No. 173-01, § 6, 11-6-01; Res. No. 180-21, § 3, 12-28-21; Res. No. 41-24, § 5, 3-12-24)

2.112.070 BOARD COMPENSATION.

The members of the Mental Health and Developmental Disability Advisory Board shall not be compensated for the performance of their duties as members of the Board, but may be paid subsistence rates and mileage in the amounts prescribed by the Wahkiakum County Travel Policy.

(Res. No. 173-01, § 7, 11-6-01)

Chapter 2.114 RESERVED⁶

Chapter 2.116 RESERVED⁷

Chapter 2.120 YOUTH AGENCY

2.120.010 YOUTH AGENCY.

The Wahkiakum County Human Services Department is hereby established as the Youth Agency for Wahkiakum County to address problems relating to the youth of Wahkiakum County as authorized by RCW 35.21.630.

(Res. 74-99 § 1)

Chapter 2.125 EQUAL OPPORTUNITY IN HOUSING PROGRAM

2.125.010 POLICY.

Discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing or in the provision of brokerage services because of race, color, religion, sex, national origin, handicapped or familial status is prohibited by the Federal Fair Housing Act. It is the policy of the County of Wahkiakum to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, national origin, handicapped or familial status.

(Res. 099-03)

2.125.020 ASSISTANCE.

Within available resources, the County will assist all persons who feel they have been discriminated against because of race, color, religion, sex, national origin, handicapped or familial status to seek equity under federal and

⁶Editor's note(s)—Sec. 8 of Res. No. 173-01, adopted Nov. 6, 2001, repealed, in its entirety, ch. 2.114 which pertained to the Developmental Disability Board, consisted of §§ 2.114.010—2.114.070, and derived from Res. No. 54-95.

⁷Editor's note(s)—Sec. 2 of Res. No. 90-18, adopted Aug. 7, 2018, directed for the codification of Res. No. 105-07, 8-28-07; Res. No. 030-11, 3-8-11; and Res. No. 174-16, 12-20-16, as Chapter 53.14. User is directed to that chapter for provisions pertaining to the Johnson Park Board.

state laws by filing a complaint with the Washington Human Rights Commission of the U.S. Department of Housing and Urban Development, Seattle Regional Office Compliance Division.

(Res. 099-03)

2.125.030 PUBLICATION.

- A. The County shall publicize this chapter and through this publicity shall cause owners of real estate, developers and builders, to become aware of their respective responsibilities and rights under the Federal Fair Housing Law and any applicable state or local laws or ordinances.
- B. Effective July 22, 2003, the County's Fair Housing Program will at a minimum include, but not be limited to: (1) the printing and publicizing of this policy and other applicable fair housing information through local media community contacts; (2) distribution of posters, flyers and any other means which will bring to the attention of those affected, the knowledge of their respective responsibilities and rights concerning equal opportunity in housing.

(Res. 099-03)

2.125.040 STAFF PERSON.

Charles Beyer of the County's Building Section is designated the County's staff person to serve as the contact point for disseminating information and brochures on fair housing and answering any questions local residents may have about time federal fair housing law and its coverage.

(Res. 099-03)

Chapter 2.135 NON-UNION COUNTY EMPLOYEES' SALARIES

2.135.010 POSITIONS COVERED.

The policies and procedures set forth herein govern the following non-union County positions: Clerk of the Board of County Commissioners, Road Department Supervisor, Public Works Director, Undersheriff, Sheriff's Chief Civil Deputy, Director of Health and Human Services, Chief Deputy Auditor, Building and Planning Manager, Human Services Manager, Deputy Prosecuting Attorney, Prosecuting Attorney's Administrative Assistant, Prosecuting Attorney's Legal Secretary, Physician, Nurse Practitioner, Registered Nurse I, Bill/Coder, Medical Assistant, Clinical Assistant, Clinical Assistant/Transcriptionist. The Board of County Commissioners reserves the right to add covered positions should similar non-union jobs be created in the future.

(Res. 164-06 § 1: Res. 174-05 § 1: Res. 156-02 § 1)

(Res. No. 101-08, § 4, 9-2-08)

2.135.020 SALARY RANGES ESTABLISHED.

The following salary ranges are hereby established:

Position	Annual Salary	
	Low	High
Clerk of the Board, Admin. Coordinator	\$35,988.00	\$41,568.00

- REVISED CODE OF WAHAKIACUM COUNTY
Title 2 ADMINISTRATION

Road Supervisor	48,480.00	58,488.00
Public Works Director	67,068.00	83,976.00
Undersheriff	57,024.00	66,912.00
Sheriff's Chief Civil Deputy	54,072.00	59,604.00
Director of Health and Human Services	64,740.00	71,544.00
Chief Deputy Auditor	39,183.00	44,331.00
Building and Planning Manager	44,208.00	53,000.00
Human Services Manager	54,735.00	65,000.00
Deputy Prosecuting Attorney	60,501.00	78,522.00
P.A. Administrative Assistant	37,560.00	43,926.00
P.A. Legal Secretary/Paralegal	26,150.00	31,156.00
Physician	99,840.00	180,000.00
Nurse Practitioner	56,576.00	93,000.00

Position	Hourly Wage	
	Low	High
Registered Nurse I	\$17.00	\$27.00
Biller/Coder	13.00	18.00
Medical Assistant	11.00	15.00
Clinical Assistant	9.50	14.00
Transcriptionists	9.50	14.00

PROVIDED, HOWEVER, the salaries for Road Supervisor, Undersheriff, Deputy Prosecutor, and Chief Deputy Auditor shall at no time exceed ninety-five percent of the department head's salary.

(Res. 164-06 § 2; Res. 174-05 § 2; Res. 162-04 § 1; Res. 156-02 § 2)

(Res. No. 101-08, § 1, 9-2-08)

2.135.030 2006 BASE SALARIES ESTABLISHED.

The annual base salaries by positions for calendar year 2006 are hereby established as follows:

Position	Annual Salary
Clerk of the Board/Admin. Coordinator	\$38,651.00
Road Supervisor	\$60,299.00
Public Works Director	\$80,955.00
Undersheriff	\$59,559.00
Director of Health and Human Services	\$72,352.00
Chief Deputy Auditor	\$41,913.00
Deputy Prosecuting Attorney	\$71,179.00
P.A. Administrative Assistant	\$42,798.00
P.A. Legal Secretary	\$31,485.00

- REVISED CODE OF WAHKIAKUM COUNTY
Title 2 ADMINISTRATION

Physician 1	\$161,460.00
Physician 2	\$160,628.00
Nurse Practitioner	\$85,632.00

Position	Hourly Rate
Registered Nurse I	(a) \$27.64
	(b) \$27.64
	(c) \$22.52
	(d) \$24.57
	(e) \$27.64
	(f) \$22.52
Biller/Coder	\$18.25
Medical Assistant	(a) \$13.54
	(b) \$13.00
	(c) \$12.28
Clinical Assistant	(a) \$13.88
	(b) \$12.49
	(c) \$13.83
	(d) \$11.37
Transcriptionists	(a) \$11.26
	(b) \$11.26

(Res. 174-05 § 3: Res. 156-02)

2.135.035 BASE SALARIES FOR EMPLOYEES OF THE WAHKIAKUM FAMILY PRACTICE CLINIC.

The basic annual salaries for employees of the Wahkiakum Family Practice Clinic by positions are established as follows:

Position	Annual Salary
Physician	\$145,000.00
	Hourly Rate
Registered Nurse I	(a) \$27.00
	(b) \$27.00
	(c) \$22.00
	(d) \$20.00
	(e) \$24.00
Biller/Coder	(a) \$17.00
	(b) \$13.00
Medical Assistant	(a) \$12.64
	(b) \$11.81
	(c) \$12.22
Clinical Assistant	(a) \$11.11

	(b) \$10.00
	(c) \$13.18

(Res. 162-04 § 2)

2.135.040 INITIAL REVISION TO BASE SALARY.

In the event that any base salary established in Section 2.135.030 of this chapter is below the low salary amount for that position established in Section 2.135.020 of this chapter, then in that event, the base salary for the position shall be initially revised to equal the scheduled low salary, prior to computation of the adjustments as prescribed by Section 2.135.060 of this chapter. Any adjustment to the base salary shall not take effect until January 1, 2003.

(Res. 165-02 § 1)

2.135.050 ADJUSTMENTS TO BASE SALARY.

Adjustments to the base salary shall consist of two components: (a) cost of living adjustment; and (b) merit adjustment. The cost of living adjustment shall be established annually by the Board of County Commissioners. The cost of living adjustment shall not be less than that established for elected officials. The merit adjustment shall range from zero to five percent per annum based upon annual performance evaluations completed by the affected employee's supervisor. To be eligible for a merit adjustment, the affected employee's department must use an evaluation instrument meeting the standards established by the County's Performance Review/Merit Committee, with annual evaluations to be completed on or before October 25, 2002, and on or before October 1 of each year thereafter. Any employee evaluation conducted by an elected official shall not be subject to revision or review by the Board of County Commissioners. The Board of County Commissioners is authorized to reduce the maximum merit adjustment factor across the board in any given year based upon demonstrated budget shortfalls.

(Res. 156-2 § 4)

2.135.060 COMPUTATION OF ADJUSTMENTS TO BASE SALARY.

Salary adjustments shall be effective on January 1 of each calendar year. The sum of the C.O.L.A. percentage, plus the merit percentage, shall be applied to the previous year's salary, rounded to the nearest dollar. Salary increases solely attributable to Cost of Living adjustment may exceed the maximum scheduled salary set forth in Section 2.135.020.

(Res. 156 § 5)

2.135.070 PLACEMENT OF NEW APPOINTEES WITHIN SALARY RANGE.

A department head may take into consideration a new appointee's qualifications and prior experience in an equivalent position, in setting the initial salary of such new appointee within the established range for that position. In no event shall the salary for such new appointee exceed eighty percent of the maximum salary established for the position; Provided, however, for new hires the top twenty (20) percent of the salary range for any position will be reserved for candidates who fully meet all job requirements, credentialing, qualifications and have five or more years of experience in the field, at the discretion of the department head hiring.

(Res. 156 § 6)

2.135.080 REVIEW OF SALARY RANGES.

The salary ranges established herein shall be reviewed by the Board of County Commissioners every three years. In the review process, the Board of County Commissioners shall consider the mean range of the salaries paid for comparable positions in the agreed upon reference counties of Skamania, Pacific, Lewis, Grays Harbor, and Cowlitz. In the review process, the Board of County Commissioners may also consider Wahkiakum County's budget status, prevailing economic conditions, recruitment and retention factors related to the covered positions, and other factors deemed relevant to the Board in light of the County's goal of creating an equitable system for setting and adjusting salaries for its non-union employees. In conducting the review, the Board shall seek input from affected employees and department heads. Following the review process outlined above, the Board of County Commissioners may adjust the salary ranges as deemed appropriate by the Board. The first review shall occur during calendar year 2005.

(Res. 156 § 7)

Chapter 2.140 RESERVED⁸

Chapter 2.144 STANDARDS FOR PUBLIC DEFENSE SERVICES⁹

2.144.010 COMPENSATION.

Reasonable compensation should be provided for assigned counsel. Compensation:

- A. Should reflect the time and labor required to be spent by the attorney;
- B. Should recognize the degree of professional experience demanded by the case; and
- C. Should otherwise be consistent with Rule 1.5 of the Rules of Professional Conduct.

(Res. No. 194-22, § 12-20-22)

2.144.020 DUTIES AND RESPONSIBILITIES OF COUNSEL.

Public defense services should be provided to all clients in a professional, skilled manner consistent with the Rules of Professional Conduct, case law, and applicable court rules defining the duties of counsel and the right of defendants in criminal cases. Counsel's primary and most fundamental responsibility is to promote and protect the best interests of the client.

(Res. No. 194-22, § 12-20-22)

⁸Editor's note(s)—As the Wahkiakum Family Practice Center is now defunct, Ch. 2.140, §§ 2.140.010—2.140.100, pertaining to the Code of Conduct for said Center, which derived from Res. 181-04, is hereby deleted by Ord. No. 163-17, adopted May 16, 2017.

⁹Editor's note(s)—Res. No. 194-22, adopted December 20, 2022, amended Chapter 2.144 in its entirety to read as herein set out. Former Chapter 2.144 pertained to the same subject matter, consisted of §§ 2.144.010—2.144.140, and derived from Res. No. 138-07.

2.144.030 CASELOAD LIMITS AND TYPES OF CASES.

The caseload of public defense attorneys should allow each lawyer to give each client the time and effort necessary to ensure effective representation.

Caseload limits should be determined by the number and type of cases being assigned and on the local prosecutor's charging and plea-bargaining practices.

Factors often beyond defense counsel's control affect the number and type of cases he or she may effectively dispatch. A prosecutor's refusal to accept plea negotiations, the seriousness and complexity of the types of cases being handled, and, for assigned counsel, the number of privately retained cases being accepted, will reduce the total number of cases counsel can discharge.

Defense attorneys should seek to reduce their caseload through prompt plea-bargain negotiations with the Prosecuting Attorney's Office. Defense attorneys should engage in good faith plea-bargain negotiations consistent with the interests of their clients.

Where assigned counsel also maintains a private law practice, that attorney should not be assigned more cases than he or she reasonably can handle given the demands of his or her private practice.

(Res. No. 194-22, § 12-20-22)

2.144.040 RESPONSIBILITY FOR EXPERT WITNESS FEES AND OTHER NECESSARY COSTS.

Reasonable compensation for expert witnesses which are necessary for preparing and presenting the defense case should be provided. Sufficient funds for expert witnesses and other costs associated with representation should be allocated by the County during the annual budget process. Unusual requests for expert witness fees should be made to the court through an ex parte motion. The defense should be free to request the expert of its choosing and should not be forced to select experts from a list pre-approved by either the court or the prosecution.

(Res. No. 194-22, § 12-20-22)

2.144.050 ADMINISTRATIVE EXPENSES.

In determining the reasonable level of compensation for assigned counsel, the administrative costs associated with providing legal representation should be considered. These costs may include travel, telephones, law library, financial accounting, case management systems, and other costs incurred in day-to-day management. The defense should have facilities, equipment, and resources of similar nature to those provided to prosecuting attorneys and judges.

(Res. No. 194-22, § 12-20-22)

2.144.060 SUPPORT SERVICES.

In assigning counsel, consideration should be given to whether counsel has adequate support staff to ensure effective performance of defense counsel during trial preparation and, when necessary, at other phases of the case. The defense should have access to necessary paraprofessionals who can provide needed support services. Relevant paraprofessionals include investigators, paralegals, social work staff, and mental health personnel.

(Res. No. 194-22, § 12-20-22)

2.144.070 REPORTS OF ATTORNEY ACTIVITY.

Assigned counsel shall implement and keep current a case management information system compliant with Standard 8 of Washington State Bar Association's standards of public defense, as currently constituted or as may hereafter be amended.

(Res. No. 194-22, § 12-20-22)

2.144.080 TRAINING.

Attorneys providing public defense services should participate in regular training programs on criminal defense law, including a continuing legal education per year in areas relating to their public defense practice in at least the amount provided in the WSBA standards for public defenders at Standard Nine as currently constituted or as may hereafter be amended. They should attend training programs on developments in substantive criminal law, criminal procedure, and forensic sciences, civil commitment, and dependency law. They should attend courses that foster trial advocacy skills and have the opportunity to review professional publications and tapes.

(Res. No. 194-22, § 12-20-22)

2.144.090 SUPERVISION.

The County Public Defense Administrator shall consult with the judiciary and conduct such additional review and investigation as is fit and proper to determine that these standards are being upheld by such attorneys as are appointed to provide public defense.

(Res. No. 194-22, § 12-20-22)

2.144.100 MONITORING AND EVALUATION OF ATTORNEYS.

The County Public Defense Administrator shall consult with the judiciary when reasonably necessary to review the performance of appointed counsel, and may undertake such other investigation into the performance and fitness of defense counsel as is proper, through means such as courtroom observation, interviews with clients, witnesses, and court personnel; review of time and case records, etc.

(Res. No. 194-22, § 12-20-22)

2.144.110 SUBSTITUTION OF ATTORNEYS OR ASSIGNMENT OF CONTRACTS.

Appointed attorneys shall not subcontract with another firm or attorney to provide representation and shall remain directly involved in providing representations, unless the County Public Defense Administrator, or the Court in individual cases, waives this provision.

(Res. No. 194-22, § 12-20-22)

2.144.120 QUALIFICATIONS OF ATTORNEYS.

Attorneys providing defense services must be able to satisfy the requirements for practicing law in Washington as determined by the Washington Supreme Court. Public defense attorneys should be assigned cases commensurate with their experience.

(Res. No. 194-22, § 12-20-22)

2.144.130 DISPOSITION OF CLIENT COMPLAINTS.

Client complaints should first be directed to the attorney, firm or agency which provided representation. If the client feels that he or she has not received an adequate response, the County Public Defense Administrator should designate a person or agency to evaluate complaints. If the client feels that he or she has not received an adequate response and wishes to pursue the matter, the client shall submit the complaint in writing to the designated person who shall investigate the merits of the complaint. Any written complaint regarding defense representation that is received by a Wahkiakum County Judicial Officer should be referred to the attorney or the County Public Defense Administrator, or the Public Defense Administrator's designee based on the criteria contained in this standard.

(Res. No. 194-22, § 12-20-22)

2.144.140 NON-DISCRIMINATION.

The County and public defense attorneys shall comply with all federal, state and local nondiscrimination requirements. The County and public defense attorneys shall not discriminate on the grounds of race, color, religion, national origin, age, marital status, sex, sexual orientation, or disability with regard to hiring practices or to representation of clients.

(Res. No. 194-22, § 12-20-22)

2.144.150 PUBLIC DEFENSE ADMINISTRATOR.

1. For the purposes of the Washington State Supreme Court's General Rule ("GR") 42, the County Clerk of Wahkiakum County is designed the Wahkiakum County Public Defense Administrator. Besides the duties set out infra, the Public Defense Administrator shall be responsible for the fulfillment of all duties assigned in GR 42 as it currently exists or may hereafter be amended. These currently include:
 - a. Drafting, awarding, renewing, and terminating public defense contracts.
 - b. Adding or removing attorneys from assigned counsel lists.
 - c. Developing or issuing case weighting policies.
 - d. Monitoring attorney caseload limits and case-level qualifications.
 - e. Monitoring compliance with contracts, policies, procedures, and standards.
 - f. Recommending compensation.
2. The Public Defense Administrator may, prior to a court hearing where eligibility for a public defender is determined, designate a qualified attorney to be appointed if the court finds the party is eligible.

(Res. No. 194-22, § 12-20-22)

Chapter 2.145 PUBLIC RECORDS¹⁰

2.145.010 PUBLIC RECORDS INDEX WAIVED.

- A. The County of Wahkiakum finds that it faces challenge unique in their number and combination from other governmental entities. A nonexclusive list of such challenges include:
1. The County is one of the smallest of its governmental type in the State of Washington. Unlike almost all of its sibling counties across the state, it has no personnel, either part- or full-time, dedicated to public records issues.
 2. The County is an entity composed of departments each operated by its own separately elected officials. The Board of County Commissioners has limited ability to issue records policies for other offices within the courthouse.
 3. Some of the offices within the courthouse, to wit, the offices of the District and Superior Courts, are governed by the rules of different branches of government than the Board of County Commissioners.
 4. Each department of the County may and do keep or promulgate records in ways that are incompatible with those of other departments, or those created by themselves for different purposes. Document formats, and even such fundamental issues as whether documents are in written, audio, video or graphic formats are not standardized.
 5. Filing systems within the departments also exist to serve the departments and are not compatible with others within the County.
- B. Based on the above findings, the County concludes it is unduly burdensome for the County to maintain a current index of records pursuant to RCW 42.56.070(4).
- C. Therefore, the County shall not maintain a current index of records pursuant to RCW 42.56.070. Pursuant to RCW 42.56070(4)(b), and index maintained for agency use by any agency within the County shall be available for public inspection and copying under the Public Records Acts.

(Ord. No. 165-18, § 1(2.149.010), 3-27-18)

2.145.020 STATUTORY COSTS ADOPTED.

- A. RCW 42.56.120(2)(b) provides that governmental entities finding it unduly burdensome to calculate the actual costs of Records Act (PRA) compliance may adopt the fee schedule provided in RCW 42.56.120 for compliance costs.
- B. The County finds it unreasonably burdensome to calculate the actual costs of compliance for the following reasons:
1. The County has no employees dedicated to PRA compliance, so the actual costs of compliance will depend on a case by case basis upon the personnel to each request.

¹⁰Editor's note(s)—Ord. No. 165-18, adopted March 27, 2018, added provisions to be designation as Ch. 2.149, §§ 2.149.010—2.149.030. Inasmuch as there already exist Ch. 2.149, said new provisions have been redesignated as Ch. 2.145, §§ 2.145.010—2.145.030. Original section designations have been maintained in the history notes following each section.

2. Each such responding employee would have to document his or her time responding to each request. As such records are not uniformly made in other instances, this would create an additional administrative burden on the managers of responding employees.
 3. The methods of response also vary. Different computers and scanning machines are used in different parts of the County, so there is no unified way to track the burden and expense of non-personnel compliance costs.
- C. For these reasons, for the purposes of calculating fees of PRA requests, the County adopts the fee schedule in RCW 42.56.120, as it now exists and as it may be hereinafter amended or recodified.

(Ord. No. 165-18, § 1(2.149.020), 3-27-18)

2.145.030 ADMINISTRATIVE REVIEW OR REQUEST DENIAL.

- A. Any person who objects to the denial of a request for a public record may petition for prompt review of such action by tendering a written request for review to the prosecuting attorney of the County. The written request shall contain or quote any statement by the Wahkiakum County employee that constituted or accompanied the denial.
- B. Immediately after receiving written request for review, the prosecuting attorney shall request a response from the Wahkiakum County employee who denied the request. The prosecuting attorney or the prosecuting attorney's designee shall immediately consider the matter and either affirm or reverse such denial within five business days following the receipt of the written request for review of the denial.

(Ord. No. 165-18, § (2.146.030), 3-27-18)

Chapter 2.148 CONTINUUM OF CARE HOUSING BOARD

2.148.010 CONTINUUM OF CARE HOUSING GROUP RENAMED.

The Continuum of Care Housing Group is hereby renamed "the Continuum of Care Housing Advisory Group."

(Res. 162-07 § 1

2.148.020 RESPONSIBILITY.

The Continuum of Care Housing Advisory Group is designated as the entity with the responsibility to manage the Wahkiakum County Homeless Housing Fund and the Wahkiakum County Affordable Housing Fund.

(Res. 162-07 § 2)

2.148.030 HOUSING FUND APPLICATION.

Those seeking expenditures from the Wahkiakum County Homeless Housing Fund and/or the Wahkiakum County Affordable Housing Fund shall apply to the Continuum of Care Housing Advisory Group with requests or proposals.

(Res. 162-07 § 3)

2.148.040 EXAMINE AND INVESTIGATE.

The Continuum of Care Advisory Group shall examine and investigate such proposals as it sees fit, and shall itself develop programs and proposals for achieving the purposes of RCW 36.22.178 and RCW 36.22.179. It will present its recommendations to the Board of County Commissioners from time to time or as requested by the Board. Final determinations of whether to expend money from the fund, or how much to expend, shall be made by the Board of County Commissioners.

(Res. 162-07 § 4)

Chapter 2.149 LOCAL EMERGENCY PLANNING COMMITTEE

2.149.010 COMMITTEE ESTABLISHED; MEMBERSHIP.

The Wahkiakum County Local Emergency Planning Committee is hereby created. The Committee shall consist of a minimum of five members comprised of representatives from the following constituencies:

- A. Elected local officials;
- B. Law enforcement;
- C. Emergency management;
- D. Firefighting;
- E. Emergency medical services;
- F. Local health department;
- G. Transportation;
- H. General citizenry;
- I. Owners, operators, employees, and emergency coordinators of relevant facilities, as "facility" is defined in WAC 118-40-030;
- J. Local community groups;
- K. News media;
- L. Health professionals.

(Res. No. 73-14, § 1, 6-3-14)

2.149.020 DUTIES.

The Wahkiakum County Local Emergency Planning Committee shall meet on a regular basis to accomplish the following duties:

- A. Prepare and, as necessary, update a hazardous materials emergency response plan pursuant to the requirements of WAC 118-40-170-180 as those code provisions now exist or as hereafter amended or recodified.
- B. Establish procedures for receiving and processing requests from the general public for information pursuant to EPCRA; such procedures to include designation of an official to serve as committee coordinator for all information requests.

(Res. No. 73-14, § 1, 6-3-14)

Chapter 2.150 WAHIAKUM COUNTY MARINE RESOURCES COMMITTEE

2.150.010 MARINE RESOURCE COMMITTEE ESTABLISHED.

There is hereby established a Wahkiakum County Marine Resources Committee, the mission of which is to address local marine issues; recommend remedial actions to local, state, tribal, and federal authorities; and build local awareness of the issues and support for remedies consistent with the interim "Benchmarks of Performance" as adopted by the Coastal MRC Work Group on January 7, 2009.

(Res. No. 114-10, § A, 9-7-10; Res. No. 125-10, § A, 9-27-10)

2.150.020 POWERS AND DUTIES.

The Marine Resource Committee shall:

- A. Inform the Board of County Commissioners about research, education, and legislation advisable for the protection and restoration of the marine resources of the County.
- B. Promote specific projects to achieve the protection, restoration, and enhancement of the marine resources of the County.
- C. Advise the Board of County Commissioners about efforts that should be developed or encouraged to promote conservation, protection, and restoration of marine habitats and resources.
- D. Help assess marine resources problems and any potential need for measures in concert with governmental, nongovernmental, tribal, recreational, and commercial interests.
- E. Help identify implications, needs, and strategies associated with sustaining marine and estuarine species in and around the County.
- F. Coordinate activities with the State Ocean Caucus and the Washington Departments of Fish and Wildlife and Ecology to promote the recommendations of the Washington Ocean Action Plan.
- G. Reach out to the public and other key constituents on the link between healthy marine habitat and healthy resources.
- H. Report annually to the Board of County Commissioners on its activities and recommendations.

(Res. No. 114-10, § B, 9-7-10; Res. No. 125-10, § B, 9-27-10)

2.150.030 MEMBERSHIP.

Pursuant to RCW 36.125.020, the commission will select up to thirteen (13) members of the marine resources committee, ensuring balanced representation from:

- A. Local government;
- B. Local residents;
- C. Scientific experts;
- D. Affected economic interests;
- E. Affected recreational interests;

F. Environmental and conservation interests.

At least six seats shall be occupied by residents of Wahkiakum County. The Town of Cathlamet, Wahkiakum County Port District #1, and Wahkiakum County Port District #2 shall each have one seat.

Members shall serve staggered two-year terms.

(Res. No. 114-10, § C, 9-7-10; Res. No. 125-10, § C, 9-27-10)

2.150.040 BYLAWS.

The first duties of the membership of the Marine Resource Committee shall be to select a chair from among the voting membership and to draft and adopt bylaws for the governance of the Committee, which bylaws shall not be inconsistent with the provisions herein.

(Res. No. 114-10, § D, 9-7-10; Res. No. 125-10, § D, 9-27-10)

Chapter 2.155 REAL PROPERTY RIGHTS ADVISORY BOARD

2.155.010 BOARD CREATED.

There is hereby created the Wahkiakum County Real Property Rights Advisory Board, which shall consist of nine members. Members shall be appointed by a majority vote of the Board of County Commissioners. Members shall be chosen to develop a board with a representative cross-section of opinion regarding property rights and the intersection of real property rights with government action. Of the nine members, six shall be selected as follows: From each of the three legislative districts of the County, two residents shall be appointed by majority vote of the Board of County Commissioners. The remaining three members may be appointed at large from the residents of Wahkiakum County, without regard to district.

(Res. No. 139-10, § 1, 10-19-10)

2.155.020 TERM OF OFFICE.

Members of the Board shall serve three-year terms and hold office until their successors are appointed and qualified. To ensure continuity in Board membership, when the Board is initially established, the first terms of the members shall be as follows: Three shall be appointed for one year, three for two years; and three for three years. The position of any member who misses three consecutive meetings of the Board shall be deemed vacant. Subject to the approval of the Board of County Commissioners, any member may designate one alternate in writing.

(Res. No. 139-10, § 1, 10-19-10)

2.155.030 POWERS AND DUTIES.

The Board shall:

- A. Review and provide comments on plans and policies developed by the County authority with effect on real property rights of county residents;
- [B. Reserved;]
- C. Advise the Board of County Commissioners on matters relating to real property rights;
- D. Recommend individuals to the Board of County Commissioners for positions on the Wahkiakum County Real Property Rights Advisory Board; and

- E. Adopt bylaws for the orderly conduct of its business, PROVIDED, that such bylaws shall comply with the provisions of this chapter and Washington state law.

(Res. No. 139-10, § 1, 10-19-10)

2.155.040 MEETINGS AND ORGANIZATIONAL STRUCTURE.

The Board shall meet whenever necessary to conduct business. Annually, the Board shall elect a chair and vice-chair. The Board shall conduct its meetings in accord with state law and recognized rules of parliamentary procedure. Minutes of each meeting shall be kept by the appointed secretary.

(Res. No. 139-10, § 1, 10-19-10)

Chapter 2.160 AGRICULTURAL TAX ADVISORY COMMITTEE

2.160.010 ESTABLISHMENT.

In accordance with RCW 84.34.145, there is hereby established an Agricultural Tax Advisory Committee representing the active farming community within the county to serve in an advisory capacity to the County Assessor in implementing assessment guidelines as established by the Department of Revenue for the assessment of open space, farm and agricultural lands, and timber lands classified under RCW 84.34.

(Res. No. 104-13, § 1, 8-20-13)

2.160.020 NUMBER/QUALIFICATION/TERM.

The Agricultural Tax Advisory Committee shall consist of five members, each of whom represents the active farming community in Wahkiakum County. The term of service shall be one year. The first five members will be appointed by the Board of County Commissioners by motion.

(Res. No. 104-13, § 2, 8-20-13)

2.160.030 TYPE OF ADVICE.

The Advisory Committee shall not give advice regarding the valuation or assessment of specific parcels of land. However, it may supply the Assessor with advice on typical crops, land quality, and net cash rental assessments to assist the Assessor in determining appropriate values.

(Res. No. 104-13, § 1, 8-20-13)

2.160.040 DUTIES.

The Committee shall:

- A. Conduct its meetings in public pursuant to RCW chapter 42.30 and WAC 458-30-345(2)(b);
- B. At its first meeting, elect officers and set regular meeting dates;
- C. Recommend individuals to the Board of County Commissioners for positions on the Committee;
- [D. Reserved.]
- E. Adopt by-laws for the orderly conduct of its business, PROVIDED, that such by-laws shall comply with the provisions of this chapter and Washington state law; and

- F. Carry out other duties that the Washington State Department of Revenue may prescribe by administrative rule.

(Res. No. 104-13, § 1, 8-20-13)

Chapter 2.161 EMERGENCY COMMUNICATIONS ADVISORY BOARD¹¹

2.161.010 BOARD CREATED.

There is hereby created the Wahkiakum County Emergency Communications Advisory Board (hereafter referred to as the "Board"), which shall consist of one member from each user group. Members shall be selected to fill the following positions:

- Position One shall be selected by the Wahkiakum County Sheriff to represent Patrol.
- Position Two shall be selected by the Wahkiakum County Sheriff to represent Dispatch.
- Position Three shall be selected by the Chief of Wahkiakum Fire Protection District #1.
- Position Four shall be selected by the Chief of Wahkiakum Fire Protection District #2.
- Position Five shall be selected by the Chief of Wahkiakum Fire Protection District #3.
- Position Six shall be selected by the Chief of Wahkiakum Fire Protection District #4.
- Position Seven shall be selected by the Chief of Cathlamet Fire Department.
- Position Eight shall be selected by the Superintendent of Wahkiakum County School District #200.
- Position Nine shall be selected by the BOCC of Wahkiakum County IT.
- Position Ten shall be selected by the BOCC of Wahkiakum County Public Works.
- Position Eleven shall be selected by the BOCC of Wahkiakum County Health and Human Services.

(Res. No. 157-22, § 2.160.010, 11-8-22)

2.161.020 TERM OF OFFICE.

Members of the Board shall serve two-year terms and hold office until their successors are appointed and qualified. To ensure continuity in membership, when the Board is initially established, the first terms of the members shall be as follows: Positions 1—3 shall be appointed for one year, Positions 4—6 for two years; and all remaining positions for three years. Subject to the approval of the Board, any member may designate one alternate.

(Res. No. 157-22, § 2.160.020, 11-8-22)

¹¹Editor's note(s)—Res. No. 157-22, adopted November 8, 2022, enacted provisions to be designated Ch. 2.160, §§ 2.160.010—2.160.040. Inasmuch as there already exists a Ch. 2.160, said new provisions have been redesignated as Ch. 2.161, §§ 2.161.010—2.161.040. Original section numbers have been maintained in the history notes following each section.

2.161.030 POWERS AND DUTIES.

The Board shall:

- A. Develop and recommend plans and policies for the expenditure of funds collected by Wahkiakum County pursuant to RCW 82.14.420.
- B. Develop and recommend overarching radio and emergency communications and priorities for Wahkiakum County.
- C. Adopt bylaws for the orderly conduct of its business, PROVIDED that such bylaws shall comply with the provisions of this chapter and Washing state law.

(Res. No. 157-22, § 2.160.030, 11-8-22)

2.161.040 MEETINGS AND ORGANIZATIONAL STRUCTURE.

The Board shall meet whenever necessary to conduct business. Annually, the Board shall elect a chair and vice-chair. The Board shall conduct its meetings in accord with state law and shall determine its own rules of procedure. Minutes of each meeting shall be kept by the appointed secretary.

(Res. No. 157-22, § 2.160.040, 11-8-22)