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<tr>
<th>Count</th>
<th>ByLaws Ref</th>
<th>Population</th>
<th>Executive Board Seat</th>
<th>Title</th>
<th>First Name</th>
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**Executive Committee**

1. 3.4a
   - President
   - Commissioner
   - Robert Gelder
   - Kitsap

2. 3.4a
   - 1st Vice-President
   - Commissioner
   - Michael Largent
   - Whitman

3. 3.4a
   - 2nd Vice-President
   - Councilmember
   - Jamie Stephens
   - San Juan

4. 3.4b, 3.17.2
   - IP-President
   - Commissioner
   - Scott Hutsell
   - Lincoln

**Board of Directors**

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<tr>
<th>Board Seat</th>
<th>Title</th>
<th>First Name</th>
<th>Last Name</th>
<th>County</th>
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</table>
| 5 3.4b    | P-President
           | Councilmember
           | Stephanie Wright
           | Snohomish |
| 6 3.4b    | P-President
           | Commissioner
           | Dave Sauter
           | Klickitat |
| 7 3.4b    | P-President
           | Commissioner
           | Helen Price Johnson
           | Island  |

| 8 3.4f    | 2,226,300
           | King County Executive
           | Executive
           | Dow
           | Constantine
           | King  |

| 9 3.4e 1  | 2,226,300
           | King County Council
           | Councilmember
           | Joe
           | McDermott
           | King  |

| 10 3.4e 2 | 888,300
           | Pierce County
           | Councilmember
           | Doug
           | Richardson
           | Pierce |

| 11 3.4e 3 | 818,700
           | Snohomish County
           | Councilmember
           | Nate
           | Nehring
           | Snohomish |

| 12 3.4e 4 | 515,250
           | Spokane County
           | Commissioner
           | Mary
           | Kuney
           | Spokane |

| 13 3.4e 5 | 488,500
           | Clark County
           | Councilor
           | Eileen Quiring
           | Clark  |

| 14 3.4e 6 | 285,800
           | Thurston County
           | Commissioner
           | John Hutchings
           | Thurston |

| 15 3.4e 7 | 270,100
           | Kitsap County
           | Commissioner
           | Charlotte Garrido
           | Kitsap |

| 16 3.4e 8 | 255,950
           | Yakima County
           | Commissioner
           | Vicki Baker
           | Yakima |

| 17 3.4e 9 | 225,300
           | Whatcom
           | Executive
           | Satpal Sidhu
           | Whatcom |

| 18 3.4e 10| 201,800
           | Benton
           | Commissioner
           | James Beaver
           | Benton |

| 19 3.4d 1 | Eastern Region
           | Commissioner
           | Chris Branch
           | Okanogan |

| 20 3.4d 2 | Eastern Region
           | Commissioner
           | Wes McCart
           | Stevens |

| 21 3.4d 3 | Eastern Region
           | Commissioner
           | Brad Peck
           | Franklin |

| 22 3.4d 4 | Eastern Region
           | Commissioner
           | Doug England
           | Chelan |

| 23 3.4c 1 | Western Region
           | Commissioner
           | Kenneth Dahlstedt
           | Skagit |

| 24 3.4c 2 | Western Region
           | Commissioner
           | Edna Fund
           | Lewis |

| 25 3.4c 3 | Western Region
           | Councilmember
           | Kathy Lambert
           | King |

| 26 3.4c 4 | Western Region
           | Commissioner
           | Dennis Weber
           | Cowlitz |

**Board Alternate Seat**

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<tr>
<th>Board Alternate Seat</th>
<th>Title</th>
<th>First Name</th>
<th>Last Name</th>
<th>County</th>
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</thead>
</table>
| 1 3.4f               | 2,226,300
           | King County Executive
           | Councilmember
           | Reagan Dunn
           | King  |

| 2 3.4e 1             | 2,226,300
           | King County Council
           | Councilmember
           | Kathy Lambert
           | King  |

| 3 3.4e 2             | 888,300
           | Pierce County
           | Councilmember
           | Jim McCune
           | Pierce |

| 4 3.4e 3             | 818,700
           | Snohomish County
           | Councilmember
           | Al French
           | Snohomish |

| 5 3.4e 4             | 515,250
           | Spokane County
           | Commissioner
           | AI John Blom
           | Spokane |

| 6 3.4e 5             | 488,500
           | Clark County
           | Councilor
           | Tracy Long
           | Clark  |

| 7 3.4e 6             | 285,800
           | Thurston County
           | Commissioner
           | Gary Edwards
           | Thurston |

| 8 3.4e 7             | 270,100
           | Kitsap County
           | Commissioner
           | Ed Wolfe
           | Kitsap |

| 9 3.4e 8             | 255,950
           | Yakima County
           | Commissioner
           | Ron Anderson
           | Yakima |

| 10 3.4e 9            | 225,300
           | Whatcom
           | Councilmember
           | Rud Browne
           | Whatcom |

| 11 3.4e 10           | 201,800
           | Benton
           | Commissioner
           | Jerome Delvin
           | Benton |

| 12 3.4d 1            | Eastern Region
           | Commissioner
           | Jim Jeffords
           | Asotin |

| 13 3.4d 2            | Eastern Region
           | Commissioner
           | Karen Skoog
           | Pend Oreille |

| 14 3.4c 1            | Western Region
           | Commissioner
           | Janet St Clair
           | Island |

| 15 3.4c 2            | Western Region
           | Commissioner
           | Mark Oziase
           | Clallam |

**Affiliate Presidents**

<table>
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<tr>
<th>Affiliate Presidents</th>
<th>Board Affiliates (Non-voting Mbrs)</th>
<th>First Name</th>
<th>Last Name</th>
<th>County</th>
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<tr>
<td>ACCIS</td>
<td>Eddy Sherman</td>
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<td>Kitsap</td>
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<tr>
<td>ACHS</td>
<td>Tamara Burns</td>
<td>Chelan-Douglas</td>
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<td>WACCCs</td>
<td>Debbie Thompson</td>
<td>Island</td>
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<tr>
<td>WCAA</td>
<td>Mike Thomas</td>
<td>San Juan</td>
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<td>WSACE</td>
<td>Eric Pierson</td>
<td>Chelan</td>
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<td>WSACRPD</td>
<td>Erik Johansen</td>
<td>Stevens</td>
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<td>WSALPHO</td>
<td>Theresa Adkinson</td>
<td>Grant-Grant Health</td>
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<td>WSEMA</td>
<td>Sandi Duffey</td>
<td>Grant</td>
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<td>WSUEXT</td>
<td>Linda McLean</td>
<td>Colville Reservation</td>
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<td>WACSWM</td>
<td>Co-Chair Brenda Blanchfield</td>
<td>Chelan</td>
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<td>Co-Chair Matthew Zytas</td>
<td>Snohomish</td>
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FOR REGULAR MEETING OF THE WSAC BOARD OF DIRECTORS

Wednesday, May 6th, 2020, 2:00 p.m. - 5:00 p.m.
WSAC Board of Directors Regular Meeting

Register in advance for this meeting: https://zoom.us/meeting/register/u5Apd-yopzsjaOEWYusg2Xk4T3B8OSS-1g

After registering, you will receive a confirmation email containing information about joining the meeting.

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<tr>
<th>TIME*</th>
<th>Encl.</th>
<th>PRESENTER(s)</th>
<th>AGENDA</th>
<th>TYPE</th>
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<tr>
<td><strong>WEDNESDAY, MAY 6th</strong></td>
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<tr>
<td>2:00 p.m.</td>
<td></td>
<td>President Gelder</td>
<td>CALL TO ORDER and Introductions; Establish Quorum of the WSAC Board of Directors</td>
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<td></td>
<td></td>
<td>Eric Johnson</td>
<td>1. Meeting and Agenda Review; Technology/Web-Based Meeting Protocols</td>
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<td>√</td>
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<td>President Gelder</td>
<td>2. Approve Agenda</td>
<td>Action</td>
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<td>President Gelder</td>
<td>3. APPROVE MINUTES: February 5, 2020</td>
<td>Action</td>
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<td></td>
<td>President Gelder</td>
<td>4. President's Report and Recognitions</td>
<td>Report</td>
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</table>

**Legal Affairs**

| 2:30 p.m. | √        | Eric Johnson Mellani McAleenan Paul Lawrence | 5. Potential or Pending Litigation Update Possible Executive Session | Report |
|           |          | Mellani McAleenan                           | 6. Amicus Update                                                   | Report |

**WSAC Business**

<p>| 3:30 p.m. | √        | Bridget Lockling Eric Johnson               | 7. 2019 Un-Audited Financials                                      | Report |
|           |          | Derek Anderson                              | 8. Statewide Boards and Commissions Actions: Consider Adopting Nominations and Appointments Resolutions 2020-06 – 2020-10 | Action |
|           |          | Derek Anderson                              | 9. Business Partners and Group Purchasing Program Update           | Report |
|           |          | Eric Johnson                               | 10. Objectives and Key Results                                     | Report |</p>
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<th>TIME*</th>
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<td></td>
<td>√</td>
<td>Eric Johnson</td>
<td>11. WSAC Comprehensive Policy Manual Revisions</td>
<td>Action</td>
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<td>Bridget Lockling</td>
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<td>Actions: Consider Adopting Proposed Revisions to the WSAC</td>
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<td>Resolution 2020-11</td>
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**STAFF REPORTS – PROVIDED IN WRITING**

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<thead>
<tr>
<th></th>
<th>√</th>
<th>Eric Johnson</th>
<th>12. Executive Director</th>
<th>Report</th>
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<tr>
<th></th>
<th>√</th>
<th>Derek Anderson</th>
<th>14. Communications and Member Services</th>
<th>Report</th>
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<th></th>
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<th>Mellani McAleenan</th>
<th>15. Policy and Legislative</th>
<th>Report</th>
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**OTHER BUSINESS**

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<th>Commissioner Dahlstedt</th>
<th>16. NACo Reports</th>
<th>Report</th>
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<tr>
<td></td>
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<td>Councilmember Wright</td>
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<td>Commissioner McCart</td>
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<td>Other Members</td>
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<tr>
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<th>President Gelder</th>
<th>17. WSAC Board of Director Reports from activities on Statewide</th>
<th>Report</th>
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<td>Boards and Commissions</td>
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<td>Presentation by WSAC Board Members on Current Issues relating to</td>
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<td>Statewide Boards and Commissions they serve/represent WSAC on</td>
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<th>President Gelder</th>
<th>18. Other Business</th>
<th>Report</th>
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<th>President Gelder</th>
<th>MEETING ADJOURNED</th>
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*Times are approximate only

**Next Meeting of the WSAC Board of Directors**

Thursday, September 17, 2020, 8:30 a.m. – noon

Yakima Arboretum

[https://www.ahtrees.org/](https://www.ahtrees.org/)

Yakima County, Yakima
Washington State Association of Counties

MINUTES OF MEETING OF THE BOARD OF DIRECTORS

February 5, 2020

Opening

A regularly scheduled meeting of the Board of Directors of the Washington State Association of Counties (WSAC) was held on Wednesday, February 5, 2020 starting at approximately 1:00 p.m. at the Washington Counties Building, Thurston County, Olympia, Washington. All directors had been previously notified of the meeting pursuant to the Association Bylaws.

Board members present: President Robert Gelder, 1st Vice President Michael Largent, 2nd Vice President Jamie Stephens, Immediate Past President Scott Hutsell, Past President David Sauter, Past President Helen Price Johnson, Chris Branch, Rud Browne, Ken Dahlstedt, Jerome Delvin, Edna Fund, John Hutchings, Mary Kuney, Kathy Lambert, Wes McCart, Mark Ozias (via phone), Brad Peck, Karen Skoog, Dennis Weber and Derek Young. A quorum was present.

Staff and others present: Eric Johnson, Mellani McAleenan, Bridget Lockling, Neil Aaland, Derek Anderson, Brynn Brady, Lynn Fiorillo-Lowe, Paul Jewell, Paul Lawrence, Scott Swanson and Jane Wall.

Call to Order and Approval of Agenda: The meeting was called to order at 1:00 p.m. It was moved by Dennis Weber, seconded by David Sauter to approve the agenda as drafted. The motion passed.

Approval of minutes of previous meeting: A motion was made by Wes McCart and seconded by Scott Hutsell to approve the minutes as drafted. The motion carried to approve the minutes of the November 19, 2019 WSAC Board of Directors Regular Meeting as drafted. The motion passed.

President’s Report: President Gelder provided an update on the two conferences he attended. One being the Northwest Presidents and Executives in Ketchikan, Alaska; and NCCAE Presidents and Executives Directors Meeting in Washington, DC.

Legal Affairs

The Board announced an EXECUTIVE SESSION, in compliance with RCW 42.30. 110(1)(i), to discuss current and potential litigation at 1:15 p.m. for forty-five minutes. The session ended at 2:00 p.m. The Board EXTENDED the EXECUTIVE SESSION for an additional 10 minutes, beginning at 2:00 pm. WSAC’s legal counsel, Paul Lawrence was present. No decisions were made. The EXECUTIVE SESSION concluded at 2:10 p.m.

Mellani McAleenan updated the members on the current Amicus Brief requests (report included in board packet) that WSAC is involved in.

WSAC Business Actions

WSAC Conflict of Interest Policy Review: Bridget presented the background and content on WSAC’s Conflict of Interest Policy.

Resolution #2020-01: A motion was made by Wes McCart and seconded by David Sauter to approve Resolution #2020-01 which certifies that WSAC Board of Directors entitled to vote in accordance with the Association Bylaws, and Alternate Directors acting on behalf of a Director, have a duty to promptly disclose any direct or indirect financial or other material interest that he or she has or reasonably expects to have in any proposed or existing Arrangement with WSAC; and WSAC has a duty to inform Directors and Alternates that the Conflict of Interest Policy exists. The motion passed.

Appointment of Audit, Investment and Finance Committee: Bridget presented the members the new appointments for the Audit, Investment and Finance Committee recommended by President Gelder.

Resolution #2020-02: A motion was made by Ken Dahlstedt and seconded by John Hutchings to approve Resolution #2020-02 which approves the nominations of Ron Wesen, Jim Johnson and Kate Dean to the Audit, Investment and Finance Committee. The motion passed.
Statewide Boards and Commissions:  Derek presented the State Boards and Commission positions that WSAC was recruiting for:

Resolution #2020-03:  A motion was made by David Sauter and seconded by John Hutchings to approve Resolution #2020-03 and nominate the following members to Art Swannack and Cory Wright to the Freight Mobility Strategic Investment Board and transmit their names to the Office of the Governor of Washington State. The motion was passed.

Resolution #2020-04:  A motion was made by Ken Dahlstedt and seconded by Edna Fund to approve Resolution #2020-04 and transmit the nominees of Chad Coles, Charles Eaton and Eric Pierson to the Office of the Governor of Washington State for the Transportation Improvement Board – Engineer. Motion passed.

Resolution #2020-05:  A motion was made by Edna Fund and seconded by Ken Dahlstedt to approve Resolution #2020-05 and nominate the following members Charles Amerein and Norm Childress to Office of the Governor of Washington State for the Transportation Improvement Board. The motion was passed.

2020 Board of Directors/Legislative Steering Committee Planning Meeting Discussion:  The next Board of Directors Meeting is planned for Wednesday, May 6th in conjunction with the Legislative Steering Committee Planning Meeting scheduled for Thursday, May 7th and Friday May 8th at the Alderbrook Inn in Mason County. Preliminary goals and actions from last year’s meeting was included in the packet.

Reports

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

Closing

Next Meeting:  The next meeting of the Board of Directors will be on Wednesday, May 6, 2020 at the Alderbrook Inn, Mason County, Union, Washington.

Adjourn:  There being no further business; President Robert Gelder adjourned the meeting at 5:10 p.m.

Respectfully submitted:

Robert Gelder, WSAC President

Jamie Stephens, WSAC Second Vice President
MONTH OF APRIL
ACTIVITY REPORT

Counties on the Frontline
WSAC hosted eight Legislative Listening Sessions across the state via collaborative video conferences that allowed county leaders to share the impacts of COVID-19 on their counties. Leaders also showcased innovative solutions implemented to maintain essential services.

Celebrated National County Government Month with our digital Counties are the Heart of Washington campaign.

LAUNCHED A DAILY EMAIL to provide members with the latest updates on COVID-19 from federal and state partners.

PROVIDED SUPPORT TO THE FOLLOWING COUNTY LEADERS

- Public Health Officials
- Commissioners, Councilmembers, Councilors, and Executives
- Administrators
- Solid Waste Managers
- Regional Planning Directors
- Engineers
- Public Works Directors
- IT Directors
- Human Services Directors
- County Auditors

Over 2,000 County Leaders participated in 50+ hours of conference calls and webinars facilitated by WSAC.

Facebook
- 543 NEW PAGE LIKES
- PEOPLE REACHED 240,000

Twitter
- 62 NEW FOLLOWERS
- IMPRESSIONS 85,000

Email
- CLICK RATE 42% INCREASE
- OPEN RATE 21% INCREASE
Litigation Update, May 2020

Spokane County - Spokane County v. State of Washington   19-2-00934-32
This case challenges the constitutionality of Senate House Bill 2887 (2018) requiring Spokane County to elect a five member, by district, Board of County Commissioners. This legislation violates the uniformity clauses of Article XI of the Washington State Constitution and creates a precedent for the legislature to impose different requirements on different counties.

- Legal action authorized by WSAC Board of Directors, November 13, 2018.
- Attorney General Ferguson declined our request to “Investigate and Institute Legal Proceedings on the Unconstitutionality of Senate House Bill 2887”.
- WSAC filed complaint for Summary Judgment in Spokane County Superior Court on February 26, 2019, that the imposition of differing systems of government violates the Constitution’s uniformity requirements. Const. art. XI, §§ 4, 5; art. II, § 28.
- Plaintiffs are Washington State Association of Counties, Spokane County, Al French, and John Roskelley (former Spokane County Commissioner).
- Communication activities:
  - Spokane County contract lobbyist Mike Burgess and Eric Johnson met with most Spokane area Legislators;
  - Eric Johnson, President Hutsell, and Spokane County Commissioner Kuney met with local media;
  - Communicated to WSAC Members.
- State’s Answer, received March 11th.
- WSAC Motion for Summary Judgment submitted April 26, 2019
- Hearing and oral arguments heard by Spokane County Superior Court Judge Maryann Moreno on Friday, May 31, 2019.
- Judge Moreno’s ruled on August 16, 2019, in favor of the State, stating that she is “not convinced that SHB 2887 violates the Washington State Constitution. I am not satisfied that the County has met the burden of proof beyond a reasonable doubt.”
- WSAC and Co-Plaintiffs have 30 days to appeal.
- WSAC Board of Directors authorized direct appeal to the Washington Supreme Court, September 20, 2019.
- Spokane County, WSAC and Co-Plaintiffs filed Notice of Appeal to the Washington Supreme Court on September 26, 2019.
- State concurred with direct appeal to the Supreme Court.
- Counsel submitted Spokane/WSAC’s brief to the Supreme Court.
- Seeking potential Amicus Brief partners.

Unfunded Mandate
This case challenges Senate Bill 5472 (Ballot Drop Box Bill) as a violation of RCW 43.135.060, Prohibition of new or expanded programs without full reimbursement.

- Legal action authorized by WSAC Board of Directors, November 13, 2018.
- Briefed Washington State Association of County Auditors (WSACA) and Washington Association of Prosecuting Attorneys (WAPA) multiple times on potential litigation.
• Gary Rowe (WSAC Contractor) worked with County Auditors/Election Managers from all 39 counties regarding Ballot Drop Box installation costs, operation costs, claims filed. Cross checked with data from the Secretary of State’s Office.
• Facilitated meeting with WSAC and WSACA leadership to discuss pending litigation. Briefed WSACA members during legislative session.
• WSAC Board/LSC briefed on May 8, 2019.
• Complaint has been reviewed by selected County Auditors and Prosecuting Attorneys.
• Snohomish County, Whitman County, Kittitas County joined WSAC as co-plaintiffs
• Highlighted claims made by other counties for unfunded mandate/ballot drop box expenses and denied by the state. Association will attempt to secure payment on behalf of those counties through standing in the case.
• Complaint filed in King County Superior Court on December 11, 2019.
• State response received
• Counsel and state communicating on response, briefing schedule, discovery requirements, association standing, etc.
• Working on Schedule for Discovery/Trial – Both WSAC and State confirming financial/budget/expenditure information.
• Data gathering/fact checking on County costs and claims information and data.

Indigent Defense
Potential legal action regarding the State’s constitutional duty to provide trial court indigent defense funding.
• Pacifica Law Group has initiated the preliminary research and analysis regarding potential and likely claims – statutory and constitutional.
• WSAC filed Amicus Brief on a case that asks if the State of Washington or the Washington State Office of Public Defense has an actionable duty to cure claimed systemic and significant deficiencies in a county’s provision of indigent defense services to juveniles charged with criminal offenses. (Davison v. State of Washington and Washington State Office of Public Defense Supreme Court, No. 96766-1)
  o In 2017, plaintiff, supported by the ACLU, sued the state alleging that Grays Harbor County systemically failed to provide constitutionally adequate indigent juvenile defense. Grays Harbor County was not named as a party to the suit. Davison asked the Thurston County Superior Court to declare that the State and OPD have a duty to act when they become aware of a systemic failure by a county to provide constitutionally adequate indigent juvenile defense.
  o The trial court ruled that the State has a duty to act if it knows of a county’s systemic failure to provide constitutionally adequate indigent juvenile defense, without regard to whether the county could more appropriately remedy the problem itself.
  o The State filed a motion for direct review to the Supreme Court on January 28, 2019, and the Court accepted review.
  o Formal request by the Grays Harbor Board of County Commissioners for WSAC to submit an Amicus Curiae Brief.
  o The WSAC Executive Committee approved amicus involvement on April 7, 2019.
  o The Pacific Law Group, on behalf of WSAC, submitted Amicus Curiae Brief on September 27, 2019:
    ▪ State of Washington has an Affirmative Constitutional Duty to assure adequacy of Indigent Defense.

Litigation Update, May 6, 2020
Who (State or County) has the responsibility to fund indigent defense is not properly before the court and should not be ruled upon.

- Oral arguments occurred November 12, 2019 before the Washington State Supreme Court.

- Reviewing potential concurrent or subsequent legal actions.
- WSAC initiated work on data gathering associated with indigent defense and county expenditures, systems of delivery, county revenues and expenditures, etc.
- WSAC staff will reach out to secure points of contact for each County regarding this potential litigation as necessary.
- WSAC staff established data/information steering committee with county budget and policy staff.
- WSAC contractor established indigent defense data set and dashboard for Counsel to refer to.
- WSAC will need to explore/identify potential co-plaintiffs as part of potential litigation.
- WSAC Counsel working on indigent defense complaint.

Attorney General Opinion – Appointment to Vacant State Legislative Position

- Pacifica Law Group developed analysis of AGO Opinion 1985-01 (as well as other AGOs spanning a period of 1965-1987) which opines that a sitting county commissioner (council member) cannot be appointed to a vacancy in the legislature.
- Pacifica Law Group analysis found that, “under the Washington State Constitution and state law, a sitting county commissioner or councilmember should be eligible to be appointed to a vacant state legislative position.”
- February 22nd – WSAC Legal Committee reviewed the Pacifica Law Group legal analysis and agreed to reach out to Skagit County Prosecuting Attorney Rich Wyrich asking him to seek a new AGO on the issue.
- Both San Juan County Prosecuting Attorney Randy Gaylord and Whatcom County Prosecuting Attorney Eric Richey sought an AGO in April 2019.
- Pacifica updated original analysis and provided to the Office of the Attorney General on behalf of WSAC.
- AGO issued an opinion consistent with WSAC position - https://wsac.org/ago-rules-on-county-appointment-procedures/
AMICUS UPDATE – Cases pending or decided in 2019 and 2020
April 23, 2020

CASES PENDING

   - Supreme Court, No. 96766-1

   **Issue**
   Whether the State of Washington or the Washington State Office of Public Defense has an actionable duty to cure claimed systemic and significant deficiencies in a county’s provision of indigent defense services to juveniles charged with criminal offenses.

   **Background**
   In 2017, plaintiff, supported by the ACLU, sued the state alleging that Grays Harbor County systemically failed to provide constitutionally adequate indigent juvenile defense. Grays Harbor County was not named as a party to the suit. Davison asked the Thurston County Superior Court to declare that the State and OPD have a duty to act when they become aware of a systemic failure by a county to provide constitutionally adequate indigent juvenile defense.

   The trial court ruled that the State has a duty to act if it knows of a county’s systemic failure to provide constitutionally adequate indigent juvenile defense, without regard to whether the county could more appropriately remedy the problem itself.

   The State filed a motion for direct review to the Supreme Court on January 28, 2019, and the Court accepted review.

   **Status**
   The WSAC Executive Committee approved amicus involvement in March. The Pacific Law Group submitted a brief for WSAC at the end of September. Oral arguments were heard on November 12, 2019.

2) **Teamsters Local 839 v. Benton County**
   - Div. III, Court of Appeals, No. 36974-9-III

   **Issue**
   Does RCW 41.56 (public employees’ collective bargaining) trump RCW 49.48.200 and .210 (collection of overpayment of wages) such that public employers must collectively bargain the collection of overpayments?

   **Background**
   In November 2016, the Benton County Auditor’s Office discovered the accidental overpayment of wages to corrections officers and patrol deputies in the Sheriff’s Office. The Auditor’s Office notified the Sheriff’s Office who communicated with the affected employees. The Teamsters filed a preemptive grievance, which was withdrawn, and no until members timely challenged the occurrence or amounts of the overpayments.

   In lieu of litigation to recover undisputed debt owed the county, and pursuant to express statutory authority in RCW 49.48.200 and .210, the Auditor’s Office had the employees served with notice and deducted the overpayments in subsequent pay periods per the statutory requirements. The Teamsters filed two Unfair
Labor Practice complaints against the county alleging that they should not have dealt directly with represented employees and not providing the Teamsters with the opportunity to bargain a repayment plan.

The Teamsters and the County filed simultaneous, pre-hearing cross-motions for summary judgment. Without a full evidentiary hearing, the examiner ruled that the county committed the unfair labor practices. The county was ordered to return the overpaid funds, including interest if requested, to the employees and bargain and negotiate a payment plan with the Teamsters. PERC affirmed the examiner’s decision. The county filed a petition for review of PERC’s administrative decision in superior court, which affirmed the decision.

**Status**
Benton County requested, and was granted, an extension of time for filing. Appellant, Benton County, filed their initial brief on December 13, 2019. WSAC joined with the Washington State Association of Municipal Attorneys, filing a joint brief penned by DPA Christopher Horner of Kittitas County for WSAC and Charlotte Archer of Inslee Best for WSAMA in late March.

3) **Mancini v. City of Tacoma, et al.**

- **Supreme Court, No. 9758-3**

**Issue**
Did the Court of Appeals err by deciding that plaintiff’s negligence claim, as presented at trial, was a negligence investigation claim and thus, not cognizable (within the jurisdiction of a court), where the alleged negligent acts were the police’s failure to make a controlled buy and conduct surveillance prior to obtaining a controlled substance warrant for plaintiff’s home?

**Background**
This is a case involving the execution of a search warrant on a suspected meth dealer in Federal Way. Unfortunately, the confidential informant misidentified the building, and the warrant was issued for, and executed on, Kathleen Mancini’s apartment. Police believed that Mancini was the suspect’s mother and that she was renting the apartment in her name to keep him off the grid. Mancini sued, alleged negligence, invasion of privacy, assault and battery, and false arrest, among other claims.

The case was initially dismissed on summary judgment, and Division I reversed on these four claims. The matter went to trial, and the jury found for the City on the intentional torts (invasion of privacy, assault/battery and false arrest), but found for the plaintiff on the negligence claim. The theory of negligence that plaintiff presented to the jury was that the City was negligent in how the warrant was obtained, by failing to do a controlled buy and by not conducting more surveillance prior to seeking and executing the warrant.

On appeal, in Mancini II, Division I agreed that the plaintiff’s theory of liability at trial was negligent investigation, and that the claim was not cognizable. Division I reversed and directed that a verdict be entered for the City. Plaintiff brought a motion for reconsideration, which was also denied. Plaintiff then filed a petition for discretionary review in the Supreme Court, which had amicus support from the Washington State Association for Justice, and the Court accepted review.

Traditionally, courts have not recognized a claim of “negligent investigation.” If the Supreme Court were to reverse Division I’s decision, the potential liability is far reaching for county police agencies. Then, any time police agencies are involved in investigating a crime, a plaintiff may bring a claim that the case was not properly investigated.

**Status**
Petitioner sought a 30 day extension for the supplemental briefs, which the Court granted, so the parties’ supplemental briefs were due February 3, 2020. WSAC filed a joint brief with the Washington Association of Sheriffs and Police Chiefs. DPA Doug Mitchell of Kittitas County, assisted by DPA Dan Hamilton of Pierce County, filed the brief on March 27, 2020.
CASES DECIDED

4) **Colvin v. Inslee**
   - Supreme Court, No. 98317-8

**Issue**
Whether the Supreme Court may compel the state executive branch – specifically the governor and secretary of the Department of Corrections (DOC) – to immediately release prison inmates to reduce the spread of COVID-19.

**Background**
Columbia Legal Services and the American Civil Liberties Union filed a Petition for a Writ of Mandamus with the state supreme court, later seeking amendment to include Habeas Corpus and/or Personal Restraint Petition, on behalf of five named inmates and all similarly situated inmates - approximately 11,700 persons - seeking their release from state custody due to the global pandemic, without regard to risk of dangerousness, victims’ rights, or supervision requirements.

Petitioners originally filed in late March, seeking an emergency motion to accelerate review, appointment of a special master and immediate relief on April 9. After the reply brief was submitted on April 10, the Court directed the Governor and Secretary Sinclair to immediately take all necessary steps to protect the health and safety of the named petitioners and all DOC inmates and report to the Court on April 13 with an update required on April 17. On April 10, Governor Inslee and Secretary Sinclair reported to the Court a plan to release up to 950 inmates, taking into consideration the crimes for which they were convicted, scheduled release dates, and approved release plans.

A special master was not appointed in the April 10 order; however, three of the justices dissented, stating that they would have ruled to immediately release the named petitioners.

**Status**
Deputy prosecuting attorneys for Skagit and Kitsap Counties volunteered to draft an amicus brief on behalf of WSAC opposing the release due to fiscal and health-related concerns. WASPC is also submitting an amicus brief, as is WAPA – with each brief focused on specific matters. The briefs are due April 16, 2020. Oral argument is scheduled for April 23. The motion to amend the petition has not yet been ruled upon.

- Oral argument was heard via videoconference on the morning of April 23, 2020.
  Respondent’s counsel referenced WSAC’s amicus brief in his argument. On the afternoon on April 23, the Court ruled, in a 5-4 decision, against the petitioners on both counts.

5) **Kittitas County v. WA State Department of Transportation**
   - Div. II, Court of Appeals, No. 52329-9-II

**Issue**
Whether the state Department of Transportation must pay its share of a county’s noxious weed program’s costs.

**Background**
As required by state law, Kittitas County provides noxious weed services to all landowners in the county, including DOT. Kittitas County is appealing a superior court summary judgment order exempting DOT from paying for noxious weed services to DOT owned land.

The case has been appealed to the Court of Appeals. Kittitas County’s brief, as petitioner, has been filed; and DOT’s brief was due at the end of November; however, DOT was granted a continuance to December 21, 2018. Any amicus brief would be due 45 days after DOT’s brief, approximately January 12, 2019. Kittitas County requested an amicus brief from WSAC.

04/23/2020
Status
WSAC’s amicus brief, drafted by Pacifica Law Group, was filed with the Court of Appeals on March 1, 2019 upon leave from the court to file late. Oral argument was heard on October 24, 2019.

➢ On April 21, 2020, the Court of Appeals held that a weed assessment is a special assessment and that the County lacks the explicit authority to impose the weed assessments against the Department and affirmed the ruling of the trial court.

6) Sandra Ehrhart et al v. King County et al
• Supreme Court No. 96464-5

Issue
Does WAC 246-101-505, which directs a county to “[r]eview and determine appropriate action” when it receives notice of a “notifiable condition” such as a Hantavirus infection creates a duty upon which tort liability can be imposed or does the public duty doctrine bar tort liability as a matter of law?

Background
In December 2016, a commercial diagnostic lab notified King County that a resident of rural Redmond had tested positive for Hantavirus. Consistent with Department of Health (DOH) guidelines, King County sent a Public Health Nurse Investigator to review the case.

Health Departments send information to the public on a variety of health topics, including certain “notifiable conditions,” i.e., diseases or conditions of public health importance. To that end, the Health Department’s Communications office, in consultation with its Local Health Officer and condition-specific guidance from the Washington State Department of Health (“DOH”), determines when health notifications should be issued.

Due to the noncontagious nature of Hantavirus and the isolated nature of the resident, King County’s Local Health Officer determined that issuing a public notice was not necessary.

In February 2017, King County was notified of Brian Erhart’s unexplained death. He had been treated for flu-like symptoms at Swedish Hospital and discharged. The next day, his condition worsened, and he went to Overlake Hospital, where he later died. King County launched an investigation to determine the cause of death, which revealed he died of acute Hantavirus infection.

Mr. Erhart’s estate has sued his treating physician, Swedish Health Services, and King County for negligence and wrongful death. The estate claims that the Health Department should have sent a health advisory to area healthcare providers after being notified of the December 2016 case of Hantavirus.

The trial court refused to grant King County’s motion for summary judgment and instead “conditionally” granting the Estate’s motion for summary judgment on the public duty doctrine dependent on the jury’s factual findings at trial. The Supreme Court accepted the case on a motion for direct discretionary review.

Status
This case was set for oral argument on November 12, 2019. Having not found a volunteer DPA to draft this brief, WSAC general counsel, Mellani McAleenan, submitted a brief for WSAC on September 27, 2019. Oral argument was heard on November 12, 2019.

➢ On April 2, 2020, the Court ruled that King County owed no individual tort duty to Ehrhart and remanded the case back to the trial court to enter summary judgment in favor of the county on its affirmative defense asserting the public duty doctrine.
7) **Tulalip Tribes v. Smith**
   - **US Court of Appeals, 9th Circuit, Nos. 18-36062, 18-36075**

**Issue**
Does federal law preempt the State and County’s imposition of taxes on non-Indian businesses in transactions with non-Indian customers?

Do the taxes interfere with Tulalip’s sovereign right to make and be governed by its own laws by depriving the Tribes of funds for education and social welfare of tribal members and those living on the reservation?

Does the Indian Commerce Clause carve out a zone of economic interests—including taxation—in which only the federal government, not state and local governments, may regulate?

**Background**
The Tribes, joined by the United States as a Plaintiff-Intervenor, sought a declaration and injunction prohibiting the State of Washington and Snohomish County from collecting retail sales and use taxes, business and occupation taxes, and personal property taxes within a part of the Tulalip Reservation known as Quil Ceda Village. The Plaintiffs argue that these taxes should not be imposed because they are preempted by federal law, violate the Indian Commerce Clause, and infringe on Tulalip’s tribal sovereignty.

The US district court first granted summary judgment on one count, holding that the Plaintiffs did not state a viable claim of relief under the Indian Commerce Clause. The district court then concluded that the State and County’s taxes were not preempted under that test because there is no pervasive or comprehensive federal regulatory scheme governing retail sales activity in the Village, and Tulalip could not demonstrate more than a basic financial interest implicated by the State and County taxation. The court also held that the taxes do not infringe on Tulalip’s tribal sovereignty.

Both the Tribes and the United States have appealed to the 9th Circuit Court of Appeals. Their opening briefs on appeal are currently due on April 1, 2019. The State and County’s answering briefs will be due May 1, 2019, although we anticipate seeking a 30-day extension to May 31, 2019. The earliest an amicus brief in support of the State and County would be due is therefore seven days later, June 7, 2019. If the Plaintiffs seek an extension on their briefs, the due date will be even later.

**Status**
The WSAC Executive Committee approved amicus involvement. WSAC is exploring the option of filing a joint brief with WSAMA. However, the parties reopened settlement negotiations in late April, and the briefing schedule was vacated.

- Settlement negotiations proved to be successful, and the parties entered into a Memorandum of Understanding, which will be finalized by legislation. SHB 2803 passed the state legislature, which allows the Governor to enter into the compact.

8) **The Judges of the Benton and Franklin Counties Superior Court et al. v. Michael Killian, Franklin County Clerk, Superior Court of WA for Franklin County**
   - **Supreme Court, No. 96821-7**

**Issue**
Whether courts may compel a board of county commissioners to fund expenditures absent clear, cogent, and convincing evidence that the expenditures are necessary to hold court, conduct the administration of justice efficiently, or fulfill its constitutional duties.

**Background**
Benton and Franklin County Superior Courts adopted a court rule to order the Franklin County Board of Commissioners to appropriate additional funds for the Franklin County Clerk to maintain paper records after the electronic Odyssey record system was operational.
This case was heard by Kittitas County Superior Court Judge Scott Sparks. Plaintiff’s motion for summary judgment seeking writ of mandamus was scheduled for hearing on December 7, 2018. The Kitsap County Board of Commissioners requested, and the Kitsap County Prosecuting Attorney agreed, to appear for WSAC as amicus in the case. The Kitsap County Prosecuting Attorney, by and through Chief Deputy Jacquelyn Aufderheide and Senior DPA Lisa Nickel, prepared and submitted the necessary briefing.

On December 10, 2018, Judge Scott Sparks ruled in favor of the judges, holding that it is the judges and not the clerk who decides when the timing of going paperless should occur. The Franklin County Superior Court Clerk is not authorized to disregard the authority of the court.

A petition for review was filed by the Franklin County Clerk to the Supreme Court, and WSAC was asked to continue its amicus support. Former WA Supreme Court Justice Phil Talmadge will be filing a brief on behalf of the Washington State Association of County Clerks.

**Status**

On July 26, 2019, Chief Civil Deputy Aufderheide prepared and submitted a new amicus brief similar to the one filed with the trial court, except that it responded to argument/contentions made in the Franklin County Superior Court’s answer to WSAC’s amicus brief and expanded WSAC’s brief to describe the numerous functions county governments perform that may be impacted when judges demand extra-budget expenditures for judicial projects. Supreme Court oral arguments were heard on November 12, 2019.

- On March 19, 2020, the Supreme Court held that the Franklin County Superior Court abused its authority in using rule-making to resolve a dispute in the Court’s favor with another elected officer. Instead, the superior court should have sought a declaratory judgment ruling so that a neutral arbitrator could decide the dispute.

9) **Bednarczyk, et al. v. King County**

- Supreme Court, No. 96990-6

**Issue**

Whether jurors are entitled to minimum wage as employees under the Washington Minimum Wage Act.

**Background**

Washington’s counties, including King County, pay jurors within a $10 to $25 range pursuant to state law. Plaintiffs are hourly wage earners whose employers do not pay for jury service. They filed a claim in Pierce County Superior Court claiming that jurors should be paid minimum wage under the Washington Minimum Wage Act. They also sought a declaratory judgment on the grounds that insufficient juror pay necessitating economic hardship excusals effectively excludes jurors from services on the basis of economic status. They also included a racial disparity class and claim, but voluntarily dismissed it. While they aimed for a class action, no class was ever certified.

King County moved for and prevailed on summary judgment. Plaintiffs sought direct review, which was denied. The Court of Appeals affirmed the grant of summary judgement in favor of King County by a vote of 2-1, holding that (1) economic status is not a protected class under the Washington Law Against Discrimination, (2) an implied cause of action and remedy of increased juror pay is inconsistent with the legislative intent of the underlying statute, and (3) rejecting the argument that jurors are employees for purposes of the Minimum Wage Act.

**Status**

Plaintiffs sought review in the Washington Supreme Court, which was granted on July 29, 2019. Oral argument was heard on October 29, 2019. Pam Loginsky, of the Washington Association of Prosecuting Attorneys, drafted a joint brief for WSAC and the County Clerks, which was filed at the end of September.

- The Supreme Court ruled on April 9, 2020 that jurors are not employees entitled to minimum wage for the purposes of the Minimum Wage Act because no employer-employee relationships exist.
statutorily under RCW 49.46.010(3)(d) or otherwise. The Court stated that the solution for low juror pay rests with the legislature, not the courts.

10) **Edward Kilduff v. San Juan County**

   - Supreme Court, No. 95937-4

**Issue**

Must a public records requestor exhaust administrative remedies prior to filing a claim in superior court?

**Background**

If a requestor of public records in San Juan County is not satisfied with the response they receive, the county code has a procedure requiring the requestor to submit a written request for review to the prosecuting attorney and allow two days for a response prior to initiating a public records lawsuit. The plaintiff in this case did not follow that procedure and filed the case without first requesting review from the prosecuting attorney.

In this case, the plaintiff filed a broad public records request with the county for a file of the prosecuting attorney. The prosecuting attorney spoke with the requestor to clarify his request and understood that the requestor/plaintiff wanted the final report issued by the prosecutor which had listed other documents the prosecutor had reviewed. If the other documents were wanted, then a follow up would occur. The public records clerk sent a follow up letter to the requestor/plaintiff stating this understanding, providing the final report and closing the request. The letter ended by saying “if you have any questions related to this request or believe we should have provided additional documents please let me know.”

The requestor/plaintiff received the final report and letter but did not contact the public records clerk nor did he notify the prosecuting attorney in writing as required by the county code. Instead, he waited almost a full year following the County’s response to his public records request and then went straight to court asserting he never intended to narrow his request during his telephone conversation and claiming damages. Had plaintiff followed administrative remedies and contacted the prosecuting attorney, the alleged miscommunication could have been identified and the records he sought promptly provided.

The superior court dismissed the plaintiff’s claim for failure to exhaust his administrative remedies as required by the San Juan County Code.

**Status**

The Supreme Court accepted review on July 11, and oral argument was heard on October 29, 2019. Having no DPA volunteers, WSAC engaged Pacifica Law Group to draft the brief. The Association of Washington Cites, the AWC Risk Management Service Agency, and the Washington State Transit Risk Pool joined the brief.

- The Supreme Court ruled against Snohomish County, holding that “nothing in the PRA gives local governments the right to create another lawyer of administrative review or to require administrative exhaustion before the public may seek judicial review.”

11) **King County v. King County Water Districts Nos. 20, 45, 49, 90, 111, 119, 125, et al and Ames Lake Water Association, Dockton Water Association, Foothills Water Association, Sallal Water Association, Tanner Electric Cooperative, and Union Hill Water Association**

   - Supreme Court, No. 96360-6

**Issue**

May a county enact an ordinance that requires reasonable rental compensation for use of a county right-of-way, and may a county require minimum terms and conditions government the use of the right-of-way in its franchise agreements?
**Background**

King County Ordinance 1803 requires water, sewer, gas, and electric utilities to pay reasonable rental compensation through a negotiated franchise agreement for their use of county rights-of-way (ROW). To date, public and private utilities have largely used county ROW for free. Shortly following passage of the ordinance, several district utilities declared their opposition and stated their intent to sue King County.

King County then filed an action for declaratory judgment seeking a ruling to confirm its legal authority to enact the ordinance. King County names the district utilities as defendants, and the private utilities subsequently interviewed. The utilities argued that King County lacked authority to charge reasonable rental compensation and imposed an illegal tax.

On cross-motions for summary judgment, the trial court ruled that King County did not have the authority to enact the ordinance, invalidating not only the franchise rental compensation but also ruling that the county could not require any minimum terms and conditions governing use of the ROW in its franchise agreements.

King County sought direct review by the Supreme Court and filed its opening brief on March 1, 2019.

**Status**

Having found no DPA to volunteer to draft an amicus brief, WSAC engaged Arete Law Group to draft the brief, which focused largely on the issue of minimum terms and conditions, because Pacific Law Group represented King County. WSAC’s brief was filed on August 9, 2019. The utilities objected to the filing, necessitating a reply by WSAC. The Court accepted the brief over the objections of the utilities on August 16, 2019. Oral argument was heard on September 17, 2019.

- The Court ruled in favor of King County, holding that King County could collect franchise compensation.

12) **Ron Gipson v. Snohomish County**

- *Supreme Court, No. 96164-6*

**Issue**

Did the County properly claim investigative records exempt under RCW 42.56.250(6) when the investigation into discrimination was active and on-going as of the date of the request?

**Background**

This case involves a question of first impression: does an agency determine the applicability of an exemption on the date the request is received or on the date responsive records are produced? In this case, the request was received on December 1, 2014. On that date, the EEOC investigation sought was active and on-going. The investigation closed on February 2, 2015. In response to the December request, the County produced five installments of responsive records. Four were provided after the investigation was closed. The County applied the exemption found at RCW 42.6.250(6) as of the date the request was received and continued to apply it throughout the production of installments. Mr. Gipson challenged the continued use of the exemption after February 2, 2017, arguing that the exemption no longer applied once the investigation had closed and that the County violated the PRA by applying the exemption as of the date the request was received.

The trial court ruled in the County’s favor, and the Court of Appeals affirmed the trial court’s decision.

The Supreme Court granted review on November 27, 2018, and oral argument will be set for late February. Snohomish County requested WSAC file an amicus brief. WSAC joined the brief from the Washington State Association of Municipal Attorneys, prepared and submitted by Charlotte Archer of Inslee Best.

**Status**

The brief was filed on January 11, 2019, and the case was heard on February 26, 2019.
The Supreme Court found in favor of Snohomish County, holding that they had properly applied the “active and ongoing investigation” exemption. Installments are not new stand-alone requests but are part of the single request and should be treated as such, with the determination regarding whether any exemption applies made at the time of the request and not at the time of the installment.

13) Thurston County ex rel Snaza v. City of Olympia
   • Supreme Court, No. 95586-7

Issue
Whether counties may seek reimbursement from cities for a felon’s pretrial medical expenses if the felon was initially arrested by law enforcement officers of the city.

Background
Thurston County brought suit against the cities who refused to pay (Olympia, Lacey, Tumwater, Yelm). Tenino intervened. Mason County Superior Court ruled in favor of the cities. Found that the statute (RCW 70.480.130(6)) does not require cities to pay.

Thurston County petitioned for direct review to the Supreme Court. Cities agree that direct review is appropriate.

WSAC Board approved amicus involvement in January 2018.

Status
The Supreme Court accepted direct review, and the case may be set for the winter docket. Rick Peters, Thurston County DPA is the lead attorney. John Purves, Kitsap County Deputy Prosecuting Attorney, prepared and submitted the brief for WSAC in January.

The Supreme Court ruled against Thurston County in May, holding that the county could not seek reimbursement from the cities for the cost of medical services provided to inmates that the county held in its jail on felony charges brought by its own prosecutors because, in the absence of a prior interlocal agreement, a county is not entitled to seek reimbursement from cities for the cost of medical services provided to jail inmates who are arrested by city officers and held in the county jail in felony charges.

14) Kittitas County v. WSLCB
   • Div. III, Court of Appeals, No. 35874-7-III

Issue
Challenging LSCB’s determination that it does not need to consider local development regulations when reviewing applications for cannabis licenses.

Background
Kittitas County Sup. Court ruled in favor of Kittitas County. The LCB appealed to the Court of Appeals in February 2018.

Status
WSAMA will be filing an amicus brief and agreed to allow WSAC to join. Lead attorney is Milt Rowland with Foster Pepper and Dan Lloyd with the City of Vancouver. However, due to the transition in staffing, WSAMA filed the brief without WSAC in early September.

The Court of Appeals ruled against Kittitas County in April, holding that the county’s zoning code did not provide grounds for the WSLCB to deny the applicant a marijuana/processor license because neither the Growth Management Act, nor Washington’s marijuana licensing laws requires that licenses be issued in conformity with local zoning laws.
Business and Finance Report Year End 2019

Cash
WSAC ended 2019 with a total cash position of $651,807. This is about $100k lower than ending cash last year, there was less revenue and more expenses in 2019, so overall net assets decreased.

Budget to Actual Activity
The combined All Funds Actual vs. Budget in Summary 12/31/2019 report shows a negative $17,717 bottom line. However, we had budgeted for a negative bottom line of almost $64k, so we ended the year better than anticipated. The following items highlight major budget variances and the reason for the negative bottom line in the financial report:

- Contract Services – Revenue projections from contract services was much lower than anticipated, mostly due to the Department of Transportation contract. This is a cost reimbursement contract however so there were also less expenses. Some loss comes from not utilizing it to offset some staffing costs that were budgeted for.
- Affiliate Services – Revenue here offsets staffing costs and provides 12% earnings. There were less affiliate expenses to offset because of reduced staffing costs from WSACE as the DOT contract picked up about $15k of those expenses, but WSAC also picked up $20k in staff costs that were not reimbursed by WSACE.
- Special Assessments were higher than budgeted due to the Marbled Murrelet project. Revenues collected in 2019 will be used to pay for contract work in 2020.
- Payroll and Benefits – The positive variance of $169k in payroll and benefits is mostly due to the unfilled Research Director staff positions. In addition, there was a two and half month vacancy for the Director of Finance position.
- Conference & Events – Overall conference costs were higher than projected, mainly due to the May Board of Directors meeting and Western States Staff Meetup that were not budgeted. Conference revenues increased overall as well so we were able to realize a small earning for the year.

Non-Dues Revenue
Endorsement and Marketing revenues for NACo Nationwide Deferred Compensation was almost 18% higher than budgeted in 2019. Omnia had a significant 60% loss. This was due to the hurdles counties faced using the Omnia program and then the program was subsequently changed to a flat earnings model.

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<th>Program</th>
<th>Budget</th>
<th>Actual</th>
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December 31, 2019 Financial Report

Key factors for changes in WSAC’s Assets and Equity between 2016 and 2019:

- **Litigation Fund** - a new fund based on the 2018 budget adopted by the members at the November 2017 General Board Meeting.
- **Cash** – Cash flow is higher in the beginning of the year and is reduced as it is used throughout the year on general expenses. Cash is lower than previous year end due to increased expenses and decreased revenues.
- **Receivables & Other Current Assets** - The receivables at the end of the 4th quarter in 2019 is related to quarterly billing of affiliates. There are also dues assessments from fall and winter projects as well as outstanding state contracts waiting for payment.

*This financial statement is produced directly from WSAC’s MIP Fund Accounting Software through DrillPoint Reports.*
## Actual vs. Budget in Summary

For the Current Ending Period and 3 Years Prior

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<th>Budget 12/31/19</th>
<th>Actual 12/31/2019</th>
<th>Variance (unfavorable) 12/31/2018</th>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Special Assessments</td>
<td>35,000</td>
<td>35,000</td>
<td>107,000</td>
<td>72,000</td>
<td>35,000</td>
<td>216,750</td>
</tr>
<tr>
<td>Affiliate Assessments</td>
<td>628,204</td>
<td>628,204</td>
<td>594,283</td>
<td>(33,921)</td>
<td>591,153</td>
<td>636,061</td>
</tr>
<tr>
<td>Contract Services</td>
<td>724,099</td>
<td>724,099</td>
<td>407,471</td>
<td>(316,628)</td>
<td>625,293</td>
<td>600,567</td>
</tr>
<tr>
<td>Conferences and Events</td>
<td>159,000</td>
<td>159,000</td>
<td>201,731</td>
<td>42,731</td>
<td>136,438</td>
<td>228,431</td>
</tr>
<tr>
<td>Other Miscellaneous Revenues</td>
<td>500</td>
<td>500</td>
<td>-</td>
<td>(500)</td>
<td>4</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$3,071,998</strong></td>
<td><strong>$3,071,998</strong></td>
<td><strong>$2,823,512</strong></td>
<td><strong>(248,486)</strong></td>
<td><strong>$2,879,172</strong></td>
<td><strong>$2,950,403</strong></td>
</tr>
<tr>
<td><strong>Operating Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll and Benefits</td>
<td>$1,937,893</td>
<td>$1,937,893</td>
<td>$1,799,807</td>
<td>138,086</td>
<td>$1,500,345</td>
<td>$1,681,674</td>
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<tr>
<td>Meetings, Travel and Hosting</td>
<td>144,100</td>
<td>144,100</td>
<td>174,529</td>
<td>(30,429)</td>
<td>149,894</td>
<td>168,577</td>
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<tr>
<td>Conferences and Events</td>
<td>139,000</td>
<td>139,000</td>
<td>190,090</td>
<td>51,090</td>
<td>140,191</td>
<td>168,577</td>
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<tr>
<td>Contract Services</td>
<td>638,634</td>
<td>638,634</td>
<td>442,959</td>
<td>195,675</td>
<td>737,132</td>
<td>639,420</td>
</tr>
<tr>
<td>Professional Services Other</td>
<td>138,000</td>
<td>138,000</td>
<td>119,595</td>
<td>18,405</td>
<td>150,420</td>
<td>235,869</td>
</tr>
<tr>
<td>Technology and Telecom</td>
<td>51,630</td>
<td>51,630</td>
<td>47,442</td>
<td>4,188</td>
<td>46,865</td>
<td>44,477</td>
</tr>
<tr>
<td>General Operating</td>
<td>160,550</td>
<td>160,550</td>
<td>167,565</td>
<td>(7,015)</td>
<td>156,666</td>
<td>139,951</td>
</tr>
<tr>
<td><strong>Total Operating Expense</strong></td>
<td><strong>$3,209,807</strong></td>
<td><strong>$3,209,807</strong></td>
<td><strong>$2,941,987</strong></td>
<td><strong>267,820</strong></td>
<td><strong>$2,881,513</strong></td>
<td><strong>$2,938,326</strong></td>
</tr>
<tr>
<td><strong>Changes in Net Assets</strong></td>
<td><strong>$ (137,809)</strong></td>
<td><strong>$ (137,809)</strong></td>
<td><strong>$ (118,475)</strong></td>
<td><strong>$ 19,334</strong></td>
<td><strong>$ (2,341)</strong></td>
<td><strong>$ 12,077</strong></td>
</tr>
</tbody>
</table>

- **Dues as a % of Total Revenue**: 49.6% 53.6% 51.8% 43.0% 52.0%
- **# of Permanent Staff**: 15 14 14 12 12
- **Payroll Exp as % of Total Exp**: 60% 61% 52% 53% 55%
- **Net Income as % of Revenue**: -4% -4% 0% 0% 0%

*This financial statement is produced directly from WSAC’s MIP Fund Accounting Software through DrillPoint Reports.*
### Actual vs. Budget in Summary

For the Current Ending Period and 3 Years Prior

<table>
<thead>
<tr>
<th>Special Fund</th>
<th>Total Revenue</th>
<th>12/31/2019</th>
<th>12/31/2018</th>
<th>12/31/2017</th>
<th>12/31/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Partner Fees</td>
<td>-</td>
<td>650</td>
<td>-</td>
<td>650</td>
<td>-</td>
</tr>
<tr>
<td>Marketing and Royalties</td>
<td>229,500</td>
<td>198,413</td>
<td>194,096</td>
<td>209,651</td>
<td>197,787</td>
</tr>
<tr>
<td>Other Miscellaneous Revenues</td>
<td>500</td>
<td>-</td>
<td>(500)</td>
<td>-</td>
<td>1,040</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>5,000</td>
<td>18,436</td>
<td>6,116</td>
<td>3,350</td>
<td>512</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$ 235,000</td>
<td>$ 217,499</td>
<td>$ 200,862</td>
<td>$ 213,002</td>
<td>$ 199,339</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meetings, Travel and Hosting</td>
<td>50,000</td>
<td>40,824</td>
<td>54,302</td>
<td>62,975</td>
</tr>
<tr>
<td>Conferences and Events</td>
<td>20,000</td>
<td>15,904</td>
<td>27,140</td>
<td>13,030</td>
</tr>
<tr>
<td>Professional Services Other</td>
<td>7,500</td>
<td>19,406</td>
<td>7,500</td>
<td>7,500</td>
</tr>
<tr>
<td>Technology and Telecom</td>
<td>3,700</td>
<td>11,380</td>
<td>4,224</td>
<td>3,282</td>
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<tr>
<td>General Operating</td>
<td>8,650</td>
<td>17,784</td>
<td>9,404</td>
<td>16,676</td>
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<tr>
<td><strong>Total Operating Expense</strong></td>
<td>$ 89,850</td>
<td>$ 93,490</td>
<td>$ 102,569</td>
<td>$ 103,463</td>
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<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dues as a % of Total Revenue</strong></td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong># of Permanent Staff</strong></td>
<td>15</td>
<td>14</td>
<td>14</td>
<td>12</td>
</tr>
<tr>
<td><strong>Payroll Exp as % of Total Exp</strong></td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Net Income as % of Revenue</strong></td>
<td>62%</td>
<td>57%</td>
<td>49%</td>
<td>48%</td>
</tr>
</tbody>
</table>

*This financial statement is produced directly from WSAC’s MIP Fund Accounting Software through DrillPoint Reports.*
## Actual vs. Budget in Summary

For the Current Ending Period and 3 Years Prior

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dues</td>
<td>$400,000</td>
<td>$400,000</td>
<td>$400,003</td>
<td>$3</td>
<td>$399,997</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$400,000</td>
<td>$400,000</td>
<td>$400,003</td>
<td>$3</td>
<td>$399,997</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Operating Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll and Benefits</td>
<td>$112,681</td>
<td>$112,681</td>
<td>$81,065</td>
<td>$31,616</td>
<td>$61,106</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Meetings, Travel and Hosting</td>
<td>15,000</td>
<td>15,000</td>
<td>1,377</td>
<td>13,623</td>
<td>28,273</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Conferences and Events</td>
<td>-</td>
<td>-</td>
<td>2,500</td>
<td>(2,500)</td>
<td>849</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Professional Services Other</td>
<td>340,000</td>
<td>340,000</td>
<td>337,686</td>
<td>2,314</td>
<td>154,746</td>
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<td>-</td>
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<tr>
<td>Technology and Telecom</td>
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<td>3,069</td>
<td>315</td>
<td>2,754</td>
<td>2,397</td>
<td>-</td>
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<tr>
<td>General Operating</td>
<td>500</td>
<td>500</td>
<td>311</td>
<td>190</td>
<td>3,821</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Operating Expense</strong></td>
<td>$471,250</td>
<td>$471,250</td>
<td>$423,254</td>
<td>$47,996</td>
<td>$251,192</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Changes in Net Assets</strong></td>
<td>$(71,250)</td>
<td>$(71,250)</td>
<td>$(23,251)</td>
<td>$47,999</td>
<td>$148,805</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues as a % of Total Revenue</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td># of Permanent Staff</td>
<td>15</td>
<td>14</td>
<td>14</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Payroll Exp as % of Total Exp</td>
<td>24%</td>
<td>19%</td>
<td>24%</td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Net Income as % of Revenue</td>
<td>-18%</td>
<td>-6%</td>
<td>37%</td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
</tbody>
</table>

*This financial statement is produced directly from WSAC's MIP Fund Accounting Software through DrillPoint Reports.*
### Key factors for changes in WSAC’s income and expenses between 2016 and 2019:

- **2019 Dues revenue increases from 2016 are a result of the addition of the SLAC program.**
- **Affiliate assessment revenues are based on actual expenses from the affiliates WSAC manages (recorded within Operating Expense) with a 12% overhead charge added.**
- **Payroll and Benefits - The increase in staff from 2017 to 2018 with no corresponding increase in expense is due to one position remaining unfilled for 9 months as well as turnover of four positions in 2018 that remained unfilled for anywhere from one to four months. 2019 had 1 vacant position not filled and another position vacant for 2.5 months.**
- **Professional Services Other – The 2017 increase from 2016 is due to Special Assessment projects (can be found in related revenue) including a Media Campaign, Columbia River Treaty, PILT, and Coastal Counties. Professional services increases in 2019 are mostly from the SLAC legal and communication expenses.**

---

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues</td>
<td>$1,925,195</td>
<td>$1,925,195</td>
<td>$1,913,030</td>
<td>$(12,165)</td>
<td>$1,891,281</td>
<td>$1,268,294</td>
<td>$1,327,860</td>
</tr>
<tr>
<td>Business Partner Fees</td>
<td>-</td>
<td>-</td>
<td>650</td>
<td>(650)</td>
<td>650</td>
<td>650</td>
<td>300</td>
</tr>
<tr>
<td>Special Assessments</td>
<td>35,000</td>
<td>35,000</td>
<td>107,000</td>
<td>72,000</td>
<td>35,000</td>
<td>216,750</td>
<td>73,300</td>
</tr>
<tr>
<td>Affiliate Assessments</td>
<td>628,204</td>
<td>628,204</td>
<td>594,283</td>
<td>(33,921)</td>
<td>591,153</td>
<td>636,061</td>
<td>434,773</td>
</tr>
<tr>
<td>Contract Services</td>
<td>724,099</td>
<td>724,099</td>
<td>407,471</td>
<td>(316,628)</td>
<td>625,293</td>
<td>600,567</td>
<td>575,949</td>
</tr>
<tr>
<td>Conferences and Events</td>
<td>159,000</td>
<td>159,000</td>
<td>201,731</td>
<td>42,731</td>
<td>136,438</td>
<td>228,431</td>
<td>142,460</td>
</tr>
<tr>
<td>Marketing and Royalties</td>
<td>229,500</td>
<td>229,500</td>
<td>198,413</td>
<td>(31,087)</td>
<td>194,096</td>
<td>209,651</td>
<td>197,787</td>
</tr>
<tr>
<td>Other Miscellaneous Revenues</td>
<td>1,000</td>
<td>1,000</td>
<td>(1,000)</td>
<td>4</td>
<td>1,054</td>
<td>350</td>
<td>512</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>5,000</td>
<td>5,000</td>
<td>18,436</td>
<td>13,436</td>
<td>6,116</td>
<td>3,350</td>
<td>512</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$3,706,998</strong></td>
<td><strong>$3,706,998</strong></td>
<td><strong>$3,441,014</strong></td>
<td><strong>$(265,984)</strong></td>
<td><strong>$3,480,032</strong></td>
<td><strong>$3,163,404</strong></td>
<td><strong>$2,753,695</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Operating Expense</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll and Benefits</td>
<td>$2,050,574</td>
<td>$2,050,574</td>
<td>$1,880,872</td>
<td>$169,702</td>
<td>$1,561,451</td>
<td>$1,568,421</td>
<td>$1,401,401</td>
</tr>
<tr>
<td>Meetings, Travel and Hosting</td>
<td>209,100</td>
<td>209,100</td>
<td>216,730</td>
<td>(7,630)</td>
<td>232,468</td>
<td>205,801</td>
<td>219,892</td>
</tr>
<tr>
<td>Conferences and Events</td>
<td>159,000</td>
<td>159,000</td>
<td>196,686</td>
<td>(37,686)</td>
<td>168,181</td>
<td>198,577</td>
<td>136,948</td>
</tr>
<tr>
<td>Contract Services</td>
<td>638,634</td>
<td>638,634</td>
<td>442,959</td>
<td>195,675</td>
<td>737,132</td>
<td>639,420</td>
<td>522,544</td>
</tr>
<tr>
<td>Professional Services Other</td>
<td>485,500</td>
<td>485,500</td>
<td>476,687</td>
<td>8,813</td>
<td>312,666</td>
<td>243,369</td>
<td>143,432</td>
</tr>
<tr>
<td>Technology and Telecom</td>
<td>58,399</td>
<td>58,399</td>
<td>59,137</td>
<td>(738)</td>
<td>53,486</td>
<td>45,318</td>
<td>48,864</td>
</tr>
<tr>
<td>General Operating</td>
<td>169,700</td>
<td>169,700</td>
<td>185,660</td>
<td>(15,960)</td>
<td>169,891</td>
<td>156,267</td>
<td>174,496</td>
</tr>
<tr>
<td><strong>Total Operating Expense</strong></td>
<td><strong>$3,770,907</strong></td>
<td><strong>$3,770,907</strong></td>
<td><strong>$3,458,731</strong></td>
<td><strong>$312,176</strong></td>
<td><strong>$3,235,274</strong></td>
<td><strong>$3,057,174</strong></td>
<td><strong>$2,647,577</strong></td>
</tr>
</tbody>
</table>

**Changes in Net Assets**

<table>
<thead>
<tr>
<th></th>
<th>$ (63,909)</th>
<th>$ (63,909)</th>
<th>$ (17,717)</th>
<th>$ 46,192</th>
<th>$ 244,757</th>
<th>$ 106,230</th>
<th>$ 106,118</th>
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</thead>
<tbody>
<tr>
<td>Dues as % of Total Revenue</td>
<td>51.9%</td>
<td>55.6%</td>
<td>54.3%</td>
<td>40.1%</td>
<td>48.2%</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Permanent Staff</td>
<td>15</td>
<td>14</td>
<td>14</td>
<td>12</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Exp as % of Total Exp</td>
<td>54%</td>
<td>54%</td>
<td>48%</td>
<td>51%</td>
<td>53%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Income as % of Revenue</td>
<td>-2%</td>
<td>-1%</td>
<td>7%</td>
<td>3%</td>
<td>4%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*This financial statement is produced directly from WSAC’s MIP Fund Accounting Software through DrillPoint Reports.*
Total Cash & Investment Position - All Funds
For The Quarter Ended December 31, 2019

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Fund</td>
<td>53%</td>
</tr>
<tr>
<td>Operating Fund</td>
<td>-12%</td>
</tr>
<tr>
<td>Board Designated</td>
<td>14%</td>
</tr>
<tr>
<td>Litigation Fund</td>
<td>21%</td>
</tr>
<tr>
<td>Undesignated</td>
<td>33%</td>
</tr>
</tbody>
</table>

Total Cash & Investment Position:

- **December 17**: $851,197
- **March 18**: $1,697,880
- **June 18**: $1,705,144
- **September 18**: $1,309,678
- **December 18**: $749,560
- **March 19**: $2,324,464
- **June 19**: $1,656,328
- **September 19**: $1,320,509
- **December 19**: $651,808

- **Litigation Fund**:
  - **December 17**: $219,302
  - **March 18**: $250,860
  - **June 18**: $258,169
  - **September 18**: $206,868
  - **December 18**: $577,004
  - **March 19**: $443,067
  - **June 19**: $399,182
  - **September 19**: $183,177

- **Board Designated**:
  - **December 17**: $202,000
  - **March 18**: $202,000
  - **June 18**: $202,000
  - **September 18**: $202,000
  - **December 18**: $120,000
  - **March 19**: $120,000
  - **June 19**: $120,000
  - **September 19**: $120,000

- **Special Fund**:
  - **December 17**: $448,512
  - **March 18**: $1,276,578
  - **June 18**: $1,252,284
  - **September 18**: $849,509
  - **December 18**: $340,692
  - **March 19**: $1,627,460
  - **June 19**: $1,093,261
  - **September 19**: $801,327
  - **December 19**: $348,631
May 6, 2020

TO: WSAC Board of Directors

FROM: Eric Johnson, Executive Director

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

SUBJECT: Appointments and Nominations to Statewide Boards & Commissions

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

Appointments by WSAC Board of Directors

County Road Administration Board
Eligibility: County Engineer – Population under 30K
Number of Positions: One
Number of Applications Received: One

Grant Morgan, Garfield County Engineer

County Road Administration Board
Eligibility: WSAC Member – Population between 30K – 150K
Number of Positions: One
Number of Applications Received: Two

Randall Ross, Grays Harbor County Commissioner
Bobby Jackson, Lewis County Commissioner

County Road Administration Board
Eligibility: WSAC Member – Population 150K or more
Number of Positions: One
Number of Applications Received: Three

Ron Anderson, Yakima County Commissioner
Sam Low, Snohomish County Councilmember
Al French, Spokane County Commissioner

Nominations to the Governor

State Board of Health
Eligibility: WSAC Member
Number of Positions: One
Number of Applications Received: Two

Ron Anderson, Yakima County Commissioner
Rick Hughes, San Juan County Commissioner
Nominations to Washington State Department of Transportation

Transportation Demand Management (TDM) Technical Committee
Eligibility: County Engineer or Technical Staff - Eastern Washington
Number of Positions: One
Number of Applications Received: One
Kim Stolz, Employer Services Specialist, Spokane County

Openings Receiving No Nominations

Cannabis Odor Task Force - Elected
  WSAC Nominates, Appointed by Governor
  Positions available – 1

Sex Offender Policy Board - Elected
  WSAC Nominates, Appointed by Governor
  Positions available – 1

Invasive Species Council of Washington State – Elected (Eastern WA)
  WSAC Nominates, Appointed by Invasive Species Council
  Positions available – 1

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

WSAC Policy on Board Appointment/Nomination Process

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

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

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

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

The exhaustive ballot voting system provides that each board member cast a single vote for his or her selected nominee. If no candidate is supported by an overall majority of votes, then the candidate with the fewest votes is eliminated and a further round of voting occurs. This process is repeated for as many rounds as necessary until one nominee has a majority of the Board of Directors present to vote. If more than one nominee needs to be selected, the Board shall continue to vote until a second nominee has a majority, and so on.
<table>
<thead>
<tr>
<th><strong>Submissions Date</strong></th>
<th>04-16-2020 11:33:57</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position of Interest:</strong></td>
<td>County Road Administration Board (CRAB) - Engineer (Under 30K pop)</td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td>Walter Morgan</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>County Engineer</td>
</tr>
<tr>
<td><strong>County:</strong></td>
<td>Garfield County</td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td>(509) 843-1301</td>
</tr>
<tr>
<td><strong>E-mail</strong></td>
<td><a href="mailto:garfeng@co.garfield.wa.us">garfeng@co.garfield.wa.us</a></td>
</tr>
</tbody>
</table>

Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?  

**Yes**

As an appointee or nominee of WSAC, you will represent the interests and positions of the Association and act in the best interests of all counties. You may be required to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which you serve. Do you agree to these responsibilities?  

**Yes**
As you know, I am currently the standing CRAB Board Member finishing up my first term. It has been a great honor serving counties in this role. I have been a County Engineer for 17 years, past president of the Association of County Engineers (WSACE) and very active in many other statewide issues affecting counties.

Also, I feel I have just gotten started and I have a lot more to offer by serving another term as a CRAB Board member. More than ever, I feel it is critical that we, as CRAB Board members, we keep our county family’s best interests at the forefront in every decision we make. It is more important then ever to remain vigilant in that conviction as our world is rapidly changing right before our eyes.

No one knows what our future is going to bring, but I believe I have the knowledge and abilities needed to move us forward into the future.

Thanks for your consideration.

Grant

Walter G. Morgan, P.E.

Garfield County Engineer
<table>
<thead>
<tr>
<th><strong>Position of Interest:</strong></th>
<th>County Road Administration Board (CRAB) - Elected (30-150K pop)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td>Randall Ross</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>County Commissioner</td>
</tr>
<tr>
<td><strong>County:</strong></td>
<td>Grays Harbor County</td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td>(360) 580-9614</td>
</tr>
<tr>
<td><strong>E-mail</strong></td>
<td><a href="mailto:rross@co.grays-harbor.wa.us">rross@co.grays-harbor.wa.us</a></td>
</tr>
<tr>
<td><strong>If elected official, your current term ends?</strong></td>
<td>December 31 2020</td>
</tr>
<tr>
<td><strong>Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>As an appointee or nominee of WSAC, you will represent the interests and positions of the Association and act in the best interests of all counties. You may be required to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which you serve. Do you agree to these responsibilities?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Statement of Interest - Why are you interested in serving on this Board or Commission? What specific expertise do you bring to the subject area(s)?</strong></td>
<td>I have been blessed and honored to serve as an existing CRAB Board Member and truly appreciate to system set up in this state to insure our county roads/bridges and transportation corridors are well run. The CRABoard has a lot to do with that. I have gained a great deal of knowledge and understanding of the process and would be honored to serve another term.</td>
</tr>
<tr>
<td><strong>Boards and Commissions</strong></td>
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</tr>
<tr>
<td>---------------------------</td>
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<td><strong>Submission Date</strong></td>
<td>04-13-2020 15:00:45</td>
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<tr>
<td><strong>Position of Interest:</strong></td>
<td>County Road Administration Board (CRAB) - Elected (30-150K pop)</td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td>Bobby Jackson</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>Commissioner</td>
</tr>
<tr>
<td><strong>County:</strong></td>
<td>Lewis County</td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td>(360) 623-5201</td>
</tr>
<tr>
<td><strong>E-mail</strong></td>
<td><a href="mailto:Bobby.Jackson@lewiscountywa.gov">Bobby.Jackson@lewiscountywa.gov</a></td>
</tr>
<tr>
<td><strong>If elected official, your current term ends?</strong></td>
<td>December 31 2020</td>
</tr>
<tr>
<td><strong>Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>As an appointee or nominee of WSAC, you will represent the interests and positions of the Association and act in the best interests of all counties. You may be required to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which you serve. Do you agree to these responsibilities?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Statement of Interest - Why are you interested in serving on this Board or Commission? What specific expertise do you bring to the subject area(s)?</strong></td>
<td>I have been interested in serving on this board for some time, and have been through the training on two different occasions. I have attended several of the meetings to familiarize myself with the organization and procedures. I would like the opportunity to serve my county and the state as roads are our most critical infrastructure. Thank you.</td>
</tr>
<tr>
<td>Boards and Commissions</td>
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<tr>
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<tr>
<td><strong>Position of Interest:</strong></td>
<td>County Road Administration Board (CRAB) - Elected (150K or more pop)</td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td>Ron Anderson</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>Commissioner</td>
</tr>
<tr>
<td><strong>County:</strong></td>
<td>Yakima County</td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td>(509) 574.1500</td>
</tr>
<tr>
<td><strong>E-mail</strong></td>
<td><a href="mailto:ron.anderson@co.yakima.wa.us">ron.anderson@co.yakima.wa.us</a></td>
</tr>
<tr>
<td><strong>If elected official, your current term ends?</strong></td>
<td>January 2 2017</td>
</tr>
<tr>
<td><strong>Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>As an appointee or nominee of WSAC, you will represent the interests and positions of the Association and act in the best interests of all counties. You may be required to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which you serve. Do you agree to these responsibilities?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Statement of Interest - Why are you interested in serving on this Board or Commission? What specific expertise do you bring to the subject area(s)?</strong></td>
<td>I have been Yakima County Commissioner for nearly four years. Prior to this, I was self employed in real estate for nearly 30 years, the last ten owning my own real estate office in Yakima County. Over the years I worked with developers small and large, zoning, land use and everything else related. I welcome the opportunity to serve.</td>
</tr>
<tr>
<td><strong>Thank you</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Position of Interest:</strong></td>
<td>County Road Administration Board (CRAB) - Elected (150K or more pop)</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td>Sam Low</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>Councilmember</td>
</tr>
<tr>
<td><strong>County:</strong></td>
<td>Snohomish County</td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td>(425) 9239662</td>
</tr>
<tr>
<td><strong>E-mail</strong></td>
<td><a href="mailto:sam.low@snooco.org">sam.low@snooco.org</a></td>
</tr>
<tr>
<td><strong>If elected official, your current term ends?</strong></td>
<td>December 31 2021</td>
</tr>
</tbody>
</table>

**Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?**

Yes

**As an appointee or nominee of WSAC, you will represent the interests and positions of the Association and act in the best interests of all counties. You may be required to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which you serve. Do you agree to these responsibilities?**

Yes

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

Working on transportation issues on both a regional and state level is very important to me. I have a proven track record of working in unison with other elected officials. I currently serve as the Public Works Chair for the Snohomish County Council and I am also on the Puget Sound Regional Council Transportation Policy Board as well as the Executive Committee. I am very familiar with transportation packages and funding and look forward to working together.

Sam Low
<table>
<thead>
<tr>
<th><strong>Position of Interest:</strong></th>
<th>County Road Administration Board (CRAB) - Elected (150K or more pop)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td>Al French</td>
</tr>
<tr>
<td><strong>County:</strong></td>
<td>Spokane County</td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td>(509) 998-7469</td>
</tr>
<tr>
<td><strong>E-mail</strong></td>
<td><a href="mailto:afrench@spokanecounty.org">afrench@spokanecounty.org</a></td>
</tr>
<tr>
<td><strong>If elected official, your current term ends?</strong></td>
<td>December 31 2022</td>
</tr>
<tr>
<td><strong>Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?</strong></td>
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<tr>
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<td>Yes</td>
</tr>
</tbody>
</table>
I am completing my first term on the CRAB and am desirous of serving for another term. I am in my tenth year as a Spokane County Commissioner. Prior to service to the County I served for 8 years (2 terms with term limits) on the Spokane City Council. I am also a licensed architect in several states in the Pacific Northwest. I have also owned a construction company, a real estate development company and property management company. I have extensive knowledge with the construction trades and the challenges counties are experiencing with maintaining their county road systems. I want to bring my skills and knowledge to the CRAB to work to support counties across the state as they strive to maintain their infrastructure.

It has been a pleasure to serve over these past several years and I look forward to continuing my service. Thank you.
<table>
<thead>
<tr>
<th><strong>Boards and Commissions</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submission Date</strong></td>
<td>04-20-2020 14:59:49</td>
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<tr>
<td><strong>Position of Interest:</strong></td>
<td>State Board of Health</td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td>Ron Anderson</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>Commissioner</td>
</tr>
<tr>
<td><strong>County:</strong></td>
<td>Yakima County</td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td>(509) 574.1500</td>
</tr>
<tr>
<td><strong>E-mail</strong></td>
<td><a href="mailto:ron.anderson@co.yakima.wa.us">ron.anderson@co.yakima.wa.us</a></td>
</tr>
<tr>
<td><strong>If elected official, your current term ends?</strong></td>
<td>December 31 2020</td>
</tr>
<tr>
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<td>Yes</td>
</tr>
</tbody>
</table>
| **Statement of Interest - Why are you interested in serving on this Board or Commission? What specific expertise do you bring to the subject area(s)?** | I currently serve on a multi county ASO, and a multi county ALTC and have for the past 3+ years.  
I am seeking reelection to another term presently, which will begin January 2021. These organizations serve sever south Eastern Washington Counties. I also serve on other committees on behalf of Yakima County and have served on the WSAC board in past years. |
## Boards and Commissions

<table>
<thead>
<tr>
<th>Submission Date</th>
<th>04-13-2020 23:48:41</th>
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</thead>
<tbody>
<tr>
<td><strong>Position of Interest:</strong></td>
<td>State Board of Health</td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td>Rick Hughes</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>United States</td>
</tr>
<tr>
<td><strong>County:</strong></td>
<td>San Juan County</td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td>(360) 4720253</td>
</tr>
<tr>
<td><strong>E-mail</strong></td>
<td><a href="mailto:rickh@sanjuanco.com">rickh@sanjuanco.com</a></td>
</tr>
<tr>
<td>If elected official, your current term ends?</td>
<td>December 31 2020</td>
</tr>
</tbody>
</table>

**Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?**

Yes

**As an appointee or nominee of WSAC, you will represent the interests and positions of the Association and act in the best interests of all counties. You may be required to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which you serve. Do you agree to these responsibilities?**

Yes

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

As a County Council Member in San Juan County and the operator of a small, rural, independent pharmacy, I understand the importance of rural health and the impact on our communities. I think I will be able to represent all counties to find ways to help support our health districts, boards of health and counties find the best way to support our communities, drive local based legislation, help the safety and well being of all state residents and assist in working with State and federal partners for forward thinking, long term health programs that will keep our communities safe and healthy in the future.
<table>
<thead>
<tr>
<th><strong>Boards and Commissions</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submission Date</strong></td>
<td>04-23-2020 13:31:33</td>
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<tr>
<td><strong>Position of Interest:</strong></td>
<td>Transportation Demand Management (TDM) Technical Committee</td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td>Kim Stolz</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>Employer Services Specialist</td>
</tr>
<tr>
<td><strong>County:</strong></td>
<td>Spokane County</td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td>(509) 270-2229</td>
</tr>
<tr>
<td><strong>E-mail</strong></td>
<td><a href="mailto:kstolz@spokanecounty.org">kstolz@spokanecounty.org</a></td>
</tr>
<tr>
<td><strong>Have you contacted the Board or Commission of interest or visited their website to review the meeting schedule and to determine if you are able to meet their requirements?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>As an appointee or nominee of WSAC, you will represent the interests and positions of the Association and act in the best interests of all counties. You may be required to report back to the WSAC Board verbally or in writing, upon request, about activities and decisions of the Board or Commission on which you serve. Do you agree to these responsibilities?</strong></td>
<td>Yes</td>
</tr>
</tbody>
</table>
Statement of Interest - Why are you interested in serving on this Board or Commission? What specific expertise do you bring to the subject area(s)?

I have been a CTR implementer in Spokane County for the last 20 years. I am the Employer Services Specialists for Spokane County’s Commute Trip Reduction Office, which recently rebranded to “Commute Smart Northwest”.

My thorough understanding of the CTR Law has been a resource to our 120+ worksites and their ETCs here in Spokane County. As an implementer, it is my goal to provide the ETCs with the tools necessary for CTR success, as well as looking for new and creative ways to promote CTR at their worksites. Providing training, consultation and overall support is my primary concern.

The CTR Law clearly defines those that MUST participate, the CTR affected employers. I believe it’s important to ensure we are still providing those worksites, required by the law to participate, with the same support.

At the same time, I also strongly agree with expanding CTR/TDM strategies to include community projects. We have a strong voluntary CTR program in Spokane County and are continually partnering and looking for ways to expanding our reach to grow participation in our community.

As an implementer, I feel I understand both sides of the CTR equation, the CTR law and implementing CTR at the worksite level. My knowledge of both, in addition to working with smaller businesses and partners in our community, is what I feel I can bring to the table as a member of the TDM Technical Committee.
### COUNTY ROAD ADMINISTRATION BOARD

<table>
<thead>
<tr>
<th>Year</th>
<th>COUNTY COMMISSIONERS/ COUNCIL MEMBERS</th>
<th>COUNTY ENGINEERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1965</td>
<td>Harry Sprinker, Pierce</td>
<td>Emil Barcklay, Pend Oreille</td>
</tr>
<tr>
<td></td>
<td>Lee Crossen, Yakima</td>
<td>John Arrasmith, Spokane</td>
</tr>
<tr>
<td></td>
<td>Frank Guest, Island</td>
<td>Cecil Kinder, Clark</td>
</tr>
<tr>
<td></td>
<td>M. O. &quot;Bud&quot; Olsen, Lincoln</td>
<td></td>
</tr>
<tr>
<td></td>
<td>John Pearseall, Grays Harbor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jack Abrams, Okanogan</td>
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<tr>
<td>1966</td>
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<td>Frank Guest, Island</td>
<td>John Arrasmith, Spokane</td>
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<tr>
<td></td>
<td>M. O. &quot;Bud&quot; Olsen, Lincoln</td>
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<tr>
<td></td>
<td>John Pearseall, Grays Harbor</td>
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<td>Harry Sprinkler, Pierce</td>
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<tr>
<td>1967</td>
<td>Jack Abrams, Okanogan</td>
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<td>Cecil Kinder, Clark</td>
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<td>Frank Guest, Island</td>
<td>John Arrasmith, Spokane</td>
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<tr>
<td></td>
<td>M. O. &quot;Bud&quot; Olsen, Lincoln</td>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td>1968</td>
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<td></td>
<td>Jack Abrams, Okanogan</td>
<td>Emil Barcklay, Pend Oreille</td>
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<td>Angus McDonald, Yakima</td>
<td>Cecil Kinder, Clark</td>
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<tr>
<td></td>
<td>Frank Guest, Island</td>
<td>Don West, Chelan</td>
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<td>M.O. &quot;Bud&quot; Olsen, Lincoln</td>
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<tr>
<td>1969</td>
<td>Frank Guest, Island</td>
<td></td>
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<tr>
<td></td>
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Ray Christensen, Spokane
Jim Rogers, Franklin
Terry Unger, Whatcom
Pat Gallagher, Pierce
Harry Wegner, Whitman
Jan Rosholt, Clark
John Trent, Pacific
Glen Oliver, Lincoln

1978:
Jack Peek, Wahkiakum
Ray Christensen, Spokane
Harold Cooper, Lewis
Pat Gallagher, Pierce
Jim Rogers, Franklin
Harry Wegner, Whitman
Glen Oliver, Lincoln
Jan Rosholt, Clark
John Trent, Pacific

1979:
Jack Peek, Wahkiakum
Harold Cooper, Lewis
Pat Gallagher, Pierce
Roy Lumaco, Kittitas
Ray Christensen, Spokane
Jim Rogers, Franklin
Glen Oliver, Lincoln
John Trent, Pacific
Jerry Weed, Snohomish

1980:
Jack Peek, Wahkiakum
Harold Cooper, Lewis
Pat Gallagher, Pierce
Harmon Johnson, Walla Walla
Roy Lumaco, Kittitas
Ray Christensen, Spokane
Glen Oliver, Lincoln
Gene Sampley, Skagit
Jerry Weed, Snohomish

1981:
Jack Peek, Wahkiakum
Harold Cooper, Lewis
Jake Bujacich, Pierce
Chuck Klarich, Yakima
Roy Lumaco, Kittitas
Harmon Johnson, Walla Walla
Herb Pease, Pend Oreille
Gene Sampley, Skagit
Jerry Weed, Snohomish

1982:
Jack Peek, Wahkiakum
Harold Cooper, Lewis
Roy Lumaco, Kittitas
Harmon Johnson, Walla Walla
Jake Bujacich, Pierce
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<td>Jim Whitbread, Stevens&lt;br&gt;Tod LeFevre, Skamania&lt;br&gt;Brian Stacy, Pierce</td>
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## COUNCIL MEMBERS

### 2007:
- Dean Burton, Garfield
- David Carey, Walla Walla
- John Koster, Snohomish
- Ray Thayer, Klickitat
- Marc Boldt, Clark
- Doug Mattoon, Asotin
- Jim Whitbread, Stevens
- Tod LeFevre, Skamania
- Brian Stacy, Pierce
- Drew Woods, Columbia

### 2008:
- Dean Burton, Garfield
- David Carey, Walla Walla
- John Koster, Snohomish
- Ray Thayer, Klickitat
- Marc Boldt, Clark
- Doug Mattoon, Asotin
- Jim Whitbread, Stevens
- Brian Stacy, Pierce
- Drew Woods, Columbia

### 2009:
- Dean Burton, Garfield
- David Carey, Walla Walla
- John Koster, Snohomish
- Ray Thayer, Klickitat
- Marc Boldt, Clark
- Doug Mattoon, Asotin
- Dale Snyder, Douglas
- Jim Whitbread, Stevens
- Brian Stacy, Pierce
- Drew Woods, Columbia

### 2010:
- Dean Burton, Garfield
- John Koster, Snohomish
- Ray Thayer, Klickitat
- Marc Boldt, Clark
- Doug Mattoon, Asotin
- Dale Snyder, Douglas
- Jim Whitbread, Stevens
- Brian Stacy, Pierce
- Drew Woods, Columbia

### 2011:
- Dean Burton, Garfield
- John Koster, Snohomish
- Ray Thayer, Klickitat
- Dale Snyder, Douglas
- Bob Koch, Franklin
- Mike Leita, Yakima
- Brian Stacy, Pierce
- Drew Woods, Columbia
- Derek Pohle, Grant

### 2012:
- Dean Burton, Garfield
- John Koster, Snohomish
- Ray Thayer, Klickitat
- Dale Snyder, Douglas
- Bob Koch, Franklin
- Mike Leita, Yakima
- Brian Stacy, Pierce
- Drew Woods, Columbia
- Derek Pohle, Grant
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| 2013 | Dean Burton, Garfield  
John Koster, Snohomish  
Dale Snyder, Douglas  
Bob Koch, Franklin  
Mike Leita, Yakima  
Bill Schulte, Lewis  
Rob Coffman, Lincoln | Brian Stacy, Pierce  
Drew Woods, Columbia  
Derek Pohle, Grant  
Mark Storey, Whitman |
| 2014 | Dale Snyder, Douglas  
Bob Koch, Franklin  
Todd Mielke, Spokane  
Bill Schulte, Lewis  
Rob Coffman, Lincoln  
Ken Klein, Snohomish | Brian Stacy, Pierce  
Drew Woods, Columbia  
Mark Storey, Whitman |
| 2015 | Dale Snyder, Douglas  
Bob Koch, Franklin  
Todd Mielke, Spokane  
Bill Schulte, Lewis  
Rob Coffman, Lincoln  
Ken Klein, Snohomish  
Lisa Janicki, Skagit  
Kathy Lambert, King | Brian Stacy, Pierce  
Drew Woods, Columbia  
Mark Storey, Whitman |
| 2016 | Dale Snyder, Douglas  
Bob Koch, Franklin  
Todd Mielke, Spokane  
Bill Schulte, Lewis  
Rob Coffman, Lincoln  
Ken Klein, Snohomish  
Lisa Janicki, Skagit  
Kathy Lambert, King  
Al French, Spokane | Brian Stacy, Pierce  
Drew Woods, Columbia  
Mark Storey, Whitman |
| 2017 | Bob Koch, Franklin  
Helen Price Johnson, Island  
Rob Coffman, Lincoln  
Lisa Janicki, Skagit  
Kathy Lambert, King  
Al French, Spokane | Brian Stacy, Pierce  
Drew Woods, Columbia  
Mark Storey, Whitman |
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<tr>
<th>2019:</th>
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<tbody>
<tr>
<td>Bob Koch, Franklin</td>
<td>Bob Koch, Franklin</td>
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<tr>
<td>Randy Ross, Grays Harbor</td>
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<tr>
<td>Rob Coffman, Lincoln</td>
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<tr>
<td>Lisa Janicki, Skagit</td>
<td>Lisa Janicki, Skagit</td>
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<td>Kathy Lambert, King</td>
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<td>Al French, Spokane</td>
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<td>Brian Stacy, Pierce</td>
<td>Grant Morgan, Garfield</td>
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<td>Mark Storey, Whitman</td>
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<td>Mark Storey, Whitman</td>
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</table>

Rob Coffman, Lincoln
Lisa Janicki, Skagit
Kathy Lambert, King
Al French, Spokane

Mark Storey, Whitman

WSAC Board of Directors Meeting
May 6, 2020

Page 51 of 189
Resolution 2020-06

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

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

WHEREAS, there are a vacancy on the County Road Administration Board 20,000 or less pop. Engineer; and

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

    Grant Morgan, Garfield County Engineer

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

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

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

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

Approved by the Board of Directors of the Washington State Association of Counties on May 6, 2020.

Robert Gelder, WSAC President

Jaime Stephens, WSAC Second Vice President
WHEREAS, the Washington State Association of Counties’ Board of Directors is charged with making recommendations and/or appointments to numerous Washington State boards, commissions, and committees, and

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

WHEREAS, there are a vacancy on the County Road Administration Board 30,000 - 150,000 population; and

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

Randall Ross, Grays Harbor County Commissioner
Bobby Jackson, Lewis County Commissioner

NOW THEREFORE, BE IT RESOLVED, that the Washington State Association of Counties’ Board of Directors appoints the following WSAC member to the County Road Administration 30,000 - 150,000 pop seat:

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

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

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

Approved by the Board of Directors of the Washington State Association of Counties on May 6, 2020.

Robert Gelder, WSAC President
Jaime Stephens, WSAC Second Vice President
Resolution 2020-08

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

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

WHEREAS, there are a vacancy on the County Road Administration Board - 150,000 or greater population; and

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

Ron Anderson, Yakima County Commissioner
Sam Low, Snohomish County Councilmember
Al French, Spokane County Commissioner

NOW THEREFORE, BE IT RESOLVED, that the Washington State Association of Counties’ Board of Directors appoints the following WSAC member to the County Road Administration Board - 150,000 or greater population seat:

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

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

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

Approved by the Board of Directors of the Washington State Association of Counties on May 6, 2020.

Robert Gelder, WSAC President
Jaime Stephens, WSAC Second Vice President
WHEREAS, the Washington State Association of Counties’ Board of Directors is charged with making recommendations and/or appointments to numerous Washington State boards, commissions, and committees, and

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

WHEREAS, there is a vacancy on the State Board of Health; and

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

Ron Anderson, Yakima County Commissioner
Rick Hughes, San Juan County Commissioner

NOW THEREFORE, BE IT RESOLVED, that the Washington State Association of Counties’ Board of Directors nominates the following WSAC member(s) to the State Board of Health:

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

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

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

Approved by the Board of Directors of the Washington State Association of Counties on May 6, 2020.

________________________  _______________________
Robert Gelder, WSAC President         Jaime Stephens, WSAC Second Vice President
Resolution 2020-10

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

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

WHEREAS, there is a vacancy on the Transportation Demand Management (TDM) Technical Committee; and

WHEREAS, the following county representatives have sought nomination for this vacancy:

   Kim Stolz, Employer Services Specialist, Spokane County

NOW THEREFORE, BE IT RESOLVED, that the Washington State Association of Counties’ Board of Directors nominates the following representative(s) to the Transportation Demand Management (TDM) Technical Committee:

BE IT FURTHER RESOLVED, that WSAC staff be directed to immediately transmit the nominee’s name(s) to Transportation Demand Management (TDM) Technical Committee; and

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

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

Approved by the Board of Directors of the Washington State Association of Counties on May 6, 2020.

Robert Gelder, WSAC President
Jaime Stephens, WSAC Second Vice President
May 6, 2020

TO: WSAC Board of Directors
FROM: Eric Johnson, Executive Director
PREPARED BY: Derek Anderson, Director, Member Services and Communications
SUBJECT: Business Partners Program

Cooperative Purchasing

During the WSAC Board of Director’s meeting in November 2019, Sourcewell cooperative purchasing provided an overview of the services they provide to counties and expressed interest in exploring a partnership with WSAC to assist in marketing their services. WSAC staff has been exploring potential solutions regarding cooperative purchasing after Omnia Partners purchased US Communities. Since that initial presentation, Sourcewell has provided sales data which shows the following:

In 2018-19, 34 of 39 counties purchased over $17.5 million in services using Sourcewell contracts. Top spending was with the following companies:

- John Deere
- Caterpillar, Inc.
- Staples
- Gradall Industries
- National Auto Fleet
- Kenworth
- Case New Holland
- LeeBoy, Inc.
- Steelcase
- Altec Industries

Recognizing that nearly all of WSAC’s members are utilizing Sourcewell cooperative purchasing contracts, WSAC will begin negotiations on a marketing agreement that will be presented to the WSAC Board of Directors in September, with an anticipated start date of January 2021. Staff will be working with Omnia Partners to remove language in future agreements regarding exclusive marketing; however, the contract may need to be terminated if Omnia is unwilling to agree. If WSAC were to terminate its agreement with Omnia Partners, counties would still be eligible to make purchases under their cooperative contracts.

Cybersecurity Collaborative

WSAC is currently exploring a partnership with the National Association of Counties (NACo) Financial Services Corporation in providing cybersecurity services to counties which would include:

- Daily Security Updates
- Online Training
- Access to a Security Research Repository
- Incident Response
- Unlimited Chief Information Security Officer Calls

Tiered pricing for counties based on population:

- Greater than 200,000 - $1,460 per month
- Population between 25,000 and 200,000 - $1,042 per month
- Less than 25,000 - $625 per month

WSAC would receive 5% of the monthly fee for marketing support. If all 39 counties enrolled in this service, WSAC could anticipate over $20,000 annually in new revenue. WSAC will be working with county IT Directors to review the suite of services to determine if they will meet the needs of counties here in Washington State.
TO: WSAC Board of Directors
FROM: Eric Johnson, Executive Director
SUBJECT: Objectives and Key Results (OKR)
Organizational Culture and Values (OCV)

BACKGROUND

The first set of meetings (2009, 2011, 2013, and 2015) we followed a template/process outlined in John Bryson’s *Strategic Planning for Public and Non-Profit Organizations*. Each time, this planning process allowed the WSAC Board of Directors to develop a set of strategies and actions that generally resulted in good agreement and positive discourse with members of the WSAC Board of Directors. For the past several years, we focused on developing and evaluating the implementation of the Strategic Litigation and Communication Program.

At the February 5, 2020, WSAC Board of Directors’ Meeting, staff presented and outlined the concepts of Objectives and Key Results (OKR) and Organizational Culture and Values (OCV).

**Objectives and Key Results (OKRs)**

An **OBJECTIVE** is the WHAT. What is to be achieved? Objectives shall be:

- Significant
- Concrete
- Action oriented
- Aspirational

**KEY RESULTS** are the activities we perform and monitor to get to the objective. They are:

- Specific
- Time Bound
- Aggressive
- Realistic
- Measurable
- Verifiable – you either meet a key result or you do not

**Organizational Culture and Values (OCV)**

It is said that an organization’s culture defines the proper way to behave within the organization. I think it also defines the manner in which the organization will behave as well. With so many political and interpersonal interactions being conducted with destructive words and animosity today, it is imperative that WSAC members and staff state - - and follow through - - on an agreed upon culture.

We intend to define an agreed upon culture consisting of our shared beliefs and values. We intend to communicate and reinforce these values to staff and members through various means and methods, ultimately shaping employee perceptions, behaviors and understanding.

Organizational culture sets the context for everything an organization does.
During this meeting members:

- Reviewed a video to help you understand OKRs
- Completed two exercises that:
  - Described what they thought WSAC needs to achieve in the next two years;
  - State the results they wanted WSAC to achieve in the next two years;
- Completed one “Values” exercise:
  - Select 3 values and why they are important for WSAC from a list of prepared values.

DISCUSSION
WSAC Staff initially intended to use part of the May 5-7 WSAC Meeting and 2020 Biennial Planning Meeting Organizational Development, to continue to work on the Board’s perspectives and guidance on the development of:

- Objectives and Key Results (OKRs) – Measure What Matters
- Organizational Culture and Values

WSAC Staff will review and facilitate Board discussion regarding the results of the exercises completed during the February Board of Directors’ Meeting.
Selected Values

<table>
<thead>
<tr>
<th>Financial stability - 6</th>
<th>Accountability</th>
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<tbody>
<tr>
<td>Teamwork – 5</td>
<td>Altruism</td>
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<tr>
<td>Integrity -3</td>
<td>Community</td>
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<td>Making a difference - 3</td>
<td>Competence</td>
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<td>Collaboration - 2</td>
<td>Cooperation</td>
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<td>Ethics - 2</td>
<td>Diversity</td>
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<td>Future generations - 2</td>
<td>Efficiency</td>
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<td>Humility</td>
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<td>Respect – 2</td>
<td>Knowledge</td>
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<td>Trust - 2</td>
<td>Risk-taking</td>
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<tr>
<td>Vision - 2</td>
<td>Service</td>
</tr>
</tbody>
</table>

| Wisdom                  |

What WSAC needs to achieve in the next two years:

Financial Stability
- Major funding enhancement
- Solution to loss of affiliate revenue
- Significant increase of relative business partners to raise clout, get attention and be a force to advance our collective goals.
- Establish stable and predictable funding that relies on non-dues sources
- Fiscal—continue budget presentation and audit out briefs. Be careful which affiliates, so there is no conflict of interest. Like sharing with other groups – get acquainted
- Dues to services equilibrium – organizational sustainability
- Triple historic non-dues revenue

Advocacy and Policy
- Successful advocacy program
- Engage every commissioner in WSAC programs
- Explore building regional alliances – (i.e. – BHO, workforce development, salmon recovery… agency on Aging & disabilities, transportation planning
- Image/perception to put fear of God in legislature so that we are taken seriously on issues
- Legislative policy on culverts and funding
- Be recognized as #1 lobby group in Washington Legislature to the point of not moving forward without our approval
- Stabilize behavioral health services availability of service and provision of adequate state funding
- Seek adequate funding stability from the state to address unfunded mandates
- Radically increase our statute and influence over legislature
- BH-ASO – come together on issues and help drive legislation
• Policy – write model legislation for legislators (ALEC did this for legislators) aspects to consider good/bad model rules/regulations/bills/WAC’s

Litigation
• An increase in successful lawsuits (message) leads to ultimate reduction
• Indigent defense fully funded by 2022
• A litigation win, whether through policy or courts
• Secure a Supreme Court order to legislature to immediately fully fund mandate (all) placed on counties

Training
• Training membership on the most common pitfalls commissioners do
• Education/sharing commissioner experience/problem solving to all commissioners
• Develop useful and productive training for new Commissioners
• Formal mentoring process
• Webinar – resources – legal lessons learned from other county commissioners/staff – topic info – “beyond – Wikipedia”
• Prepare officers to be more visible and informed
• Prepare officers communication skills
• Prepare officers to be prepared on the issues
• Prepare officers to be passionate
• Prepare officers to identify leadership skills in general membership and cultivate

Collaboration
• Increase county harmony – across all aspects of Elected within the county family and outward (legislators,
  • Congress and city elected)

Communication
• Greater public awareness of what counties provide to their constituents
• Communicate with public
• Communicate with state agencies
• Communicate with legislators/ caucus/staff

Organization Business Decisions
• Establish a primary office location in central WA with a satellite (legislative dept) office in Olympia. The travel burdens on county officials are too disparate/unbalanced.
• Double number of policy staff
• Consolidate associations

What Results WSAC needs to attain in the next two years:

Advocacy
• Alignment with WACO legislative priorities
• Increase major legislative/legal wins
• Significant decrease (95%) of unfunded/underfunded mandates
• Legislature & other entities (associations) coming to WSAC for input/support
• Model county operations guide with regional variations
• Be the lead on forming a legislator work group with stakeholders to solve one of our issues. 
  **Example:** Indigent defense or a natural resource issue
• Mental health service funding
• More effective voice with state agencies
• Reduce number of bills that are passed that negatively affect the counties
• Achieve “expert” status in eye of legislators
• LSC capability to adopt changing legislative environment rapidly for group issues to categories and quickly identify “advocates” for categories
• Employ professional legislation writers/drafters to prepare bills for WSAC to present to legislative sponsors

**Member Engagement**
• 100% Commissioner participation

**Litigation**
• Focus intently on 1 or 2 cases

**Communication**
• Increase communication
• Determine how & who to connect
• Help arrange mutual times/meeting/video chats
• Higher level of mutual understanding between state officials and county leaders
  Place all meeting and other WSAC documents in a member only area on the WSAC website.
  Present practice of emails, drop box files, etc. is cumbersome
• Expand storytelling through social media, graphics, podcasts etc., to answer the question “Why Counties Matter”
• Continue meeting w/WSAC and other separate elected so they will partner when they can
• Educate legislators – role of Commissioners – unfunded mandates, refer to WSAC for information & direction

**Education and Training**
• Educate Commissioners on other elected jobs/roles/responsibilities
• Educate other elected on what Commissioners do & should do
• Train 100% of new Commissioners each cycle
• Finance Policy Training for professional development

**Financial Resources**
• Increase funding to allow focus on other issues that affect counties
• Dues are not that high, you are prudent in your costs
• Double reserves
• Alternative funding sources to supplement WSAC operational cost

**Organization Business Decisions**
• Major increase in training, professional development for Commissioners operated out of a home/primary office in central Washington.
• Create database that compares revenues/programs across 39 counties
• Rehire data analyst position
• Build dashboard/explorer tool to ease access
May 6, 2020

TO: WSAC Board of Directors and Alternates

FROM: Eric Johnson, Executive Director

SUBJECT: WSAC Comprehensive Policy Manual Amendments

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**Background**

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

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

- Adopting and maintaining policies governing the general supervision over the affairs of the Association (WSAC Bylaw 3.1.a)
- Adopting and maintaining personnel policies for the Association staff (WSAC Bylaw 3.1.e)

At the September 20, 2019, WSAC Board of Directors, staff advised that the last complete review of the WSAC Comprehensive Policy Manual occurred in 2010. Since that time, the WSAC Board of Directors has approved 24 additions or amendments and WSAC staff identified a number of new and revised policies as well as assuring existing policies are consistent with state law and regulation.

WSAC staff proposed a complete review of the WSAC Comprehensive Policy Manual to include oversight by the WSAC Executive Committee and a select number of interested WSAC Members:

- Skagit County Commissioner Lisa Janicki
- Thurston County Commissioner John Hutchings
- Cowlitz County Commissioner Dennis Weber
- Lewis County Commissioner Bobby Jackson
- Spokane County Commissioner Mary Kuney

Committee Members received the initial draft of proposed changes to the Comprehensive Policy Manual on Friday, March 27th. Committee members subsequently met via conference call for three separate extended meetings:

- Friday, April 3rd
- Friday, April 17th
- Friday, April 24th

In each of the calls, Committee Members reviewed proposed changes, discussed rationale, suggested alternatives, and agreed on proposed revisions and additions.
Discussion
Attached is a summary of the proposed deletions, changes, and additions to the WSAC Comprehensive Policy Manual, as well as the Proposed Comprehensive Manual itself. During the May 6, 2020 WSAC Board of Directors, WSAC staff, Executive Committee and Comprehensive Policy Review Committee members will be available to offer their input on the proposed changes.

Recommendation
WSAC Staff, Executive Committee, and Comprehensive Policy Review Committee Members recommend approval of the amendments (attached) to the WSAC Comprehensive Policy Manual.
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<th>Section</th>
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<td>PERSONNEL</td>
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<td>EEO and Non-Discrimination</td>
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<td>Updated language to match federal EEO statement</td>
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<td>Anti-Harassment</td>
<td>2</td>
<td>Combined with sexual harassment policy, changed layout and clarified complaint process</td>
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<td>Drug &amp; Alcohol</td>
<td>2</td>
<td>Added clarification around prescription drugs and EAP info</td>
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<tr>
<td>Return to Work</td>
<td>3</td>
<td>Added reference to Dept of L&amp;I</td>
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<td>Exempt Employees</td>
<td>3</td>
<td>Updated language on exemption process</td>
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<tr>
<td>Full-Time Employees</td>
<td>3</td>
<td>Added formal definition</td>
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<td>Part-Time Employees</td>
<td>3</td>
<td>Clarified the hours and adjustments of benefits</td>
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<td>Temporary Employees</td>
<td>4</td>
<td>Added service time max</td>
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<td>Break and Meal Periods</td>
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<td>Added info on unpaid lunch breaks. Added in section for nursing mom breaks.</td>
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<td>Overtime</td>
<td>4</td>
<td>Added clarification on use of comp time</td>
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<td>Time Reporting</td>
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<td>Added info on electronic reporting system</td>
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<td>Added section to clarify how work hours were determined.</td>
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<td>Hours Worked – Exempt</td>
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<td>Added section for clarity</td>
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<td>Attendance</td>
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<td>Added details for non-exempt staff and electronic reporting system</td>
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<tr>
<td>Teleworking/Remote Workplace</td>
<td>6</td>
<td>Added a significant amount of info to define and clarify the expectations and process.</td>
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<td>Inclement Weather/Emergencies</td>
<td>7</td>
<td>Added information regarding process and alternatives</td>
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<tr>
<td>Employee Pay Periods</td>
<td>9</td>
<td>Added requirement for direct deposit and clarified pay calculations.</td>
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<td>WSAC Staff Business Credit Cards</td>
<td>10</td>
<td>Added section of process for use, reconciliation and purchasing guidelines.</td>
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<td>Travel, Business Expenses</td>
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<td>Added information of travel arrangement processes.</td>
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<td>Health &amp; Welfare Plans</td>
<td>11</td>
<td>Added clarification on the timing of benefit reductions if temporary schedule changes.</td>
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<td>Workers Comp</td>
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<td>Added reference to L&amp;I</td>
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<td>Unemployment Compensation</td>
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<td>Added reference to ESD</td>
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<td>Sick Leave</td>
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<td>Redefined the processes for calculating accruals</td>
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<td>Washington State PFML</td>
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<td>Added section referencing new Washington State law</td>
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<td>Bereavement Leave</td>
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<td>Added allowances for extended family and relationships</td>
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<td>Unpaid Leave of Absence</td>
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<td>Clarified accrual process for leave</td>
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<td>Vacation Leave</td>
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<td>Redefined the processes for calculating accruals</td>
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<td>Holidays</td>
<td>17</td>
<td>Added clarification on eligibility of pay and applicability to those on alternate shift schedules</td>
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<td>Employee Conduct</td>
<td>18</td>
<td>Added information of conduct relating to media relations and affect of the Association.</td>
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<td>Smoking</td>
<td>19</td>
<td>Added in vaping and tobacco products as prohibited items</td>
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<td>Resignation</td>
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<td>Added information of resignation process and transition period.</td>
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## Summary of Changes

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<tr>
<th>Category</th>
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<tr>
<td><strong>MEMBERS</strong></td>
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<tr>
<td>Voting</td>
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<td>Changed timeline for election balloting</td>
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<td>Dues</td>
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<td>Added section for Other Dues &amp; Special Assessments to clarify procedures for assessment and review</td>
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<td>Marketing &amp; Partnership Committee</td>
<td>45</td>
<td>Changed as a recommendation to BOD instead of authorization.</td>
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<td>NACO County Leadership Institute</td>
<td>47</td>
<td>Changed requirements to open up eligibility to support and encourage leadership in WSAC.</td>
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<tr>
<td>Amicus Brief Policy</td>
<td>49</td>
<td>Added information on consultation and request to include sponsors to draft briefs.</td>
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<td><strong>RECORDS &amp; MEETING MANAGEMENT</strong></td>
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<td>Open Public Meetings Act Policy</td>
<td>67</td>
<td>Added information regarding electronic meetings and other clarifying definitions</td>
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<td>WSAC Guidelines</td>
<td>67</td>
<td>Added reference to applicability to other caucuses. Added process for notices and information availability</td>
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<td>The Public Records Act</td>
<td>68</td>
<td>Added information on review and determination of applicability of requests pursuant to the Act</td>
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<tr>
<td><strong>PARTNERS</strong></td>
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<tr>
<td>Affiliates-WSAC Conferences</td>
<td>72</td>
<td>Clarification on expectations for full attendance rates and meeting availability</td>
</tr>
<tr>
<td>Organizational/Business Partners</td>
<td>74</td>
<td>Changed authorization to BOD from Marketing Committee</td>
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<td>Refunds</td>
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<td><strong>MEMBER SERVICES COMMUNICATION POLICY</strong></td>
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<tr>
<td>Electronic Mail</td>
<td>85</td>
<td>Changed email disclaimer language-removed term Public Records</td>
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COMPREHENSIVE POLICY MANUAL

As Approved by the Board of Directors

June 15, 2010
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<th>Action</th>
<th>Description</th>
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<td>Amicus Brief Policy &amp; Form</td>
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<td>9/16/2011</td>
<td>Updated</td>
<td>LSC Meeting Travel Allowance</td>
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<td>11/13/2012</td>
<td>Added</td>
<td>Whistleblower Policy</td>
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<tr>
<td>1/30/2013</td>
<td>Updated</td>
<td>Personnel – Various Amendments to: Return to work; Travel, Business Expenses and Mileage; Sick Leave; Sick Leave Payment at Termination; Vacation Leave; Vacation Leave Payment at Termination; Holidays; Compensation at Termination; Retirement Plan at Termination</td>
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Part 1 - Purpose and Scope

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

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

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

Part 2 - General Policies

Equal Employment Opportunity and Non-Discrimination Policy
The Association is an equal opportunity employer. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, demotion, termination, layoff, leave of absence, compensation, and training. The Association will not discriminate regarding race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. This includes the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability and as defined by the Americans with Disabilities Act. The Association will, in keeping with the requirements of law, provide reasonable accommodation to applicants and employees who, because of a disability, require accommodation to participate in the application process or to perform the essential functions of his/her job. Employees who believe they need reasonable accommodation shall discuss this with their supervisor.

Employment Status
All Association employees are employed at-will. The Executive Director is hired and terminated in accordance with Association bylaws. All other Association employees serve at the pleasure of the Executive Director and may be dismissed with or without cause by the Executive Director.
employee of the Association has a guarantee of employment for any length of time or to any specific job assignment.

**Anti-Harassment**

The Association will not condone or tolerate any type of harassment of its employees. Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, and that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual’s work performance, or (iii) otherwise adversely affects an individual’s employment opportunities.

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

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

**Complaint Process**

Employees who feel they have been harassed should report the incident to their immediate supervisor or to any of the supervisors, including directly to the Director of Finance & Administration or Executive Director, they are comfortable confiding in. Similarly, if you observe acts of harassment or discrimination toward another employee, you are requested and encouraged to report this to one of the individuals listed above. The Association will investigate to determine what occurred and do all it can to eliminate the harassment. Employees who harass other employees will be appropriately disciplined.

**Retaliation**

Retaliation against an individual who has complained about harassment and retaliation against individuals for cooperating with an investigation of harassment complaint is unlawful and will not be tolerated.

**Drug and Alcohol Policy**

The Association desires to provide a safe and healthful work environment. No employee will operate a motor vehicle, perform the duties of his/her position or attend to Association business while under the influence of, or impaired by, the use of drugs or alcohol. Employees using prescription drugs, including medical marijuana, must use their best judgement or advice of a medical professional to avoid activities that may be impaired while taking. If these drugs affect the ability to perform work, the employee should use available sick leave until able to return to work. We encourage any employee who believes they may, or who does have, a drug or alcohol problem to work with their
supervisor or the Director of Finance & Administration, to utilize the Employee Assistance Program (EAP) and seek treatment and rehabilitation.

Return to Work
The Association follows the Workers Compensation Return to Work and Stay at Work programs, through the Washington State Department of Labor & Industries. These programs are for on the job injuries that provides injured employees the opportunity to return to gainful employment in a capacity that supports their physical capability and aids them to return to their regular position as quickly as possible or to stay at work with revised job duties to accommodate their injuries.

Part 3 - Hours of Work

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

Employee Work Schedules
The Association’s standard workweek is Monday through Friday from 8:00 a.m. to 5:00 p.m. The Executive Director may approve a flexible work schedule upon an employee’s request based on the needs of the employee and the Association. It is important to recognize both the Association’s commitment to providing excellent service to members and being available during hours conducive to meeting those needs as well as being available to assist and collaborate with co-workers and partner organizations.

Exempt Employees-- A standard workweek is 40 hours. Exempt employees will frequently work more than 40 hours a week including weekends and evenings. Exempt employees are not covered by the federal Fair Labor Standards Act (FLSA) or Washington Minimum Wage Act overtime provisions and do not receive overtime pay or compensatory time in lieu of overtime pay. Employees will be classified as exempt based on the characteristics of their job determined by documented job duties and by meeting the requirements as determined by law to qualify as an exempt worker. Exempt workers who are not paid at the state or federal minimum salary rate will be eligible for overtime pay.

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

Full-Time Employees Full time employees are identified as those employees working in a position that will last at least one year and at least 35 hours per week or an average of 151 hours per month.

Part-time employees--Part time employees covered by these policies will be exempt or non-exempt and have a work schedule of less than 35 hours a week, with workdays/hours scheduled by the
Executive Director. Part time employees working at least 20 hours per week are entitled to leave and medical benefits offered by the Association on a pro-rated or limited basis. Employees working less than 20 hours per week are not eligible for benefits.

Temporary Employees—Temporary employees are scheduled to work on a temporary, seasonal/intermittent or on-call basis and are not eligible for benefits. Temporary positions are those determined to work less than one year of service. Temp employees working over 1,000 hours in a calendar year may be eligible for retirement benefits.

Breaks and Meal Periods
Non-exempt employees are entitled to take one (1) fifteen-minute break for every four hours worked. These breaks should be taken during the midpoint of the work period. They may not be saved up and taken at the end of a shift. Meal periods should be scheduled and at routine times to assure adequate coverage of the office. Meal periods are unpaid and usually one hour in length. Non-exempt employees working more than 5 hours are required to take a minimum of a 30 minute, unpaid, meal period. Meal periods should start between the second and fifth hour of your workday.

Additional breaks shall be given to employees in order to express milk for her nursing child or breast feed her child consistent with Infant at Work Policy. Number and length of breaks is dependent upon the needs of the employee. Non-exempt employees should utilize their 15-minute breaks to accommodate these needs whenever possible. If an employee does not have a private office in which to express or breast feed, the Association will setup up a comfortable space that provides privacy and security. The employee may utilize the office refrigerators, microwaves, and sinks to store and cleanse pumping equipment.

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

Compensatory time, or Comp time, off in lieu of pay for non-exempt employees is permitted upon request. This leave shall be used first when taking any time off. Compensatory time is calculated in the same manner as overtime pay as described above. If comp time is not used before leaving employment it will be paid out.

Time Reporting
All non-exempt employees will record time worked in Employee Web Services (EWS). Appropriate leave banks should be utilized to record non-work hours during regularly scheduled time. If leave is not available, the employee will be in leave without pay status. Exempt employees are required to track and report their time solely for internal allocation of work time to various projects and assignments, and to comply with requirements of the Public Disclosure Act and other applicable laws and regulations. In order to appropriately track leave balances, all employees are also required to record
their time off in EWS. Supervisors must review and approve leave and may adjust leave hours reported in an employee’s absence or if an error is noted.

**Hours Worked – Non-Exempt**

Compensable time worked, for calculation of hours for determination of overtime of non-exempt employees, shall generally include time spent engaging in activities that benefits the employer and is part of regularly required responsibilities. This shall mean the hours as set for a normal workday as determined between the employee and supervisor.

Time spent traveling between home and work at the beginning and end of a workday is not considered work time. Travel time to work required events, conferences and meetings shall be counted as work hours and is encouraged to incur during the normal workday. Travel occurring on days or times outside of the normal workdays is subject to supervisor approval and should only be done as necessary to avoid interference with work activities or to avoid substantial travel delays.

Work activities occurring at events after normal workday hours is sometimes necessary. Work hours will be counted if the employee is engaged in services necessary to accomplishing work responsibilities. Mere attendance at a function voluntarily does not constitute work hours. If there is a need to be on-call in order to respond to emergent needs, this will count toward hours worked if in person attendance is required. If on-call while off premises this will not be considered work hours until in active duty on premises.

**Hours Worked – Exempt**

Exempt employees are expected to work a 40-hour work week and may frequently work more hours, especially during peak seasons of activity. Exempt employees are not expected to track their hours but leave banks should be used to record full day absences.

**Attendance**

Consistent attendance and attention to one’s work assignments is required. Failure to meet this expectation without authorization or notification of the need to be absent may lead to termination from employment. Employees will make every effort to keep their calendars up to date. It is important for the administrative staff to know who is in the office to assist our members. Employees shall communicate regularly with their supervisor regarding any inconsistencies with their work hours. Employees that have been granted a flexible work schedule still must communicate, document, and be available consistently as agreed upon. Deviations from prescribed work schedules need to be covered by applicable leave banks.

Requests for the use of vacation leave must be submitted to the employee’s immediate supervisor and authorized by the supervisor in advance. All employees shall also use the Associations Employee Web Services (EWS) portal for leave requests and authorization. Requests for time off will be granted contingent upon overall staffing needs.

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

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

Any telecommuting arrangement made will be on a trial basis for one month and may be discontinued at will and at any time at the request of either the employee or the Association.

Teleworking options are based on factors such as employee suitability, job responsibilities and equipment needs. Not all positions are suitable for a telecommuting arrangement and will be analyzed upon request. Telecommuting does not replace required on-site attendance at meetings or conferences. It is expected that employees who need to meet frequently with peers, colleagues, and/or with members or legislative staff be available and on premises.

Evaluation of employee performance during the trial period will include regular interaction by phone and e-mail between the employee and the supervisor, and weekly face-to-face meetings to discuss work progress, performance, and accountability, and other items pertaining to trial period. The employee will be held accountable for completing their required tasks and responsibilities as if they were on-site. At the end of the trial period, the employee and supervisor will evaluate the arrangement and make recommendations for continuance or modifications.

On a case-by-case basis, WSAC will determine, with information supplied by the employee and the supervisor, the appropriate equipment (hardware, software, modems, printer, phone and data lines and other office equipment) the employee needs to successfully complete their job functions while working remotely. WSAC shall provide a laptop computer, all other equipment shall be supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. WSAC accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the organization is to be used for business purposes only.

WSAC will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.

The employee will make available an appropriate work environment within his or her remote workplace for work purposes that effectively creates a productive workspace, free of distractions that impede work productivity and accountability. Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee’s schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to remote work starting.
WSAC is not responsible for costs associated with the setup of the employee’s remote workplace, home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Consistent with the organization’s expectations of information security for employees working at the office, telecommuting employees must ensure the protection of proprietary company and customer information accessible from their remote workplace. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Temporary telecommuting arrangements may be approved for circumstances such as declared emergencies, inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

**Inclement Weather/Emergencies**

At the discretion of the Executive Director, office operations can be postponed or suspended due to inclement weather or other emergency conditions. If the office is closed by the Executive Director, employees should telework where possible and will be compensated. However, an employee who has pre-scheduled leave that is not connected to, but coincidental to, the closure of the work site shall take the time off as planned without adjustment of the leave balance used due to office closure. If an individual is unable to come to work due to unexpected emergencies outside of their control, such as prolonged road closures, the employee must notify their supervisor immediately and determine a permissible teleworking schedule or use of leave. Employees may use their discretion to determine if they feel safe to commute to work in adverse conditions and notify their supervisor if they elect to use vacation time in lieu of attendance, or work remotely if possible and permissible. Employees should be proactive in preparing, whenever possible, to telework if imminent conditions indicate a possibility of a closure. If a closure is made and an employee does not have access to their work computer and chooses not to use personal devices to work, they shall use personal leave. Arrangements should be made with your supervisor for prolonged absences, shipping devices to an employee’s location to continue working can be arranged.

**Infant at Work Program**

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

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

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

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

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

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

**Definitions**

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

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

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

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

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

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

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

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

- **Infant Feeding** - The Infant may be fed wherever the Parent feels comfortable within the following areas: the Parent’s workstation, a vacant office, Washington Counties Building Conference Rooms, shower room, or restrooms.
Diapering - Diaper changes and disposal must only take place in a restroom or at the Parents Workstation. At the request of the Parent, WSAC will install a diaper changing table in a restroom near the Parent’s work area. All used cloth and disposable diapers must be stored in a closed container in a restroom. The cloth diaper container must be provided by the Parent who will empty and remove the soiled diapers from the building at the end of each day. Soiled disposable diapers must be placed in a sealed plastic bag or other sealed container and placed in trash receptacles.

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

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

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

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

Part 4 - Compensation

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

Employee Pay Periods and Pay Days
All full-time and part-time employees covered by these policies are paid on a monthly basis on the last working day of each month. Employees pay will be made via direct deposit to the account of their choice. Pay periods are from the first to last day of each month. Employees working less than a full month without available leave time will have their actual time paid based on hours worked.

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

Upon hire, WSAC employees will be issued a bank card to use for business related purchases only. All receipts must be saved and given to the fiscal department. On a monthly basis, the credit card statement will be reconciled, and staff are required to provide details and purpose around each charge on WSAC expense form. If personal charges of any kind are made to the card, the Director of Finance and Administration should be notified immediately and a plan for reimbursement determined.

WSAC issue credit cards should be used mainly for incidental purposes, meals, rooms, hosting, or other small items. WSAC maintains an American Express card for larger purchases in order to maximize reward earnings. Staff credit cards have limits between $5,000 and $10,000. Employees should notify the Director of Finance and Administration if they anticipate being near their maximum limit for the month. Additional approval is needed for purchases of items greater than $300 that is subject to inventory. Employees should also be aware that WSAC maintains other purchasing accounts that have discounts applied so Association accounts should be utilized whenever possible.

Travel, Business Expenses and Mileage

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

The Association has available Travel Rewards that should be considered before travel arrangements are finalized in order to recognize cost savings. Employees should book directly with hotels and airlines whenever possible. This allows for ease in cancelling or amending reservations and utilization of reward programs. Employees should also look at applicable discounts, such as government or non-profit rates, when booking.

Reasonable costs for meals will be reimbursed based on actual receipts. Employees should make a good faith effort to obtain moderately priced and conveniently located lodging while maintaining a safe environment at all times. Room upgrades above reasonable accommodation or that is done because of additional family members in attendance will be the responsibility of the employee to pay. Any fees incurred because of personal convenience changes is the responsibility of the employee.

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

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

All employees are required to complete an expense report for any month that they incurred charges on a WSAC business credit card, or are requesting reimbursement for other expenses such as mileage. All required documentation must be submitted in order to receive reimbursement.
Part 5 - Benefits

Retirement
Regular full-time and part-time employees are eligible to participate in the employer provided retirement plan. Specific plan information and plan documents will be made available upon hire. Annual updates and changes will be made available to all employees by the Director of Finance and Administration.

Retirement eligibility, retirement age, etc. is determined by the retirement plan, contact the Director of Finance and Administration for information.

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

The Association’s insurance coverage is available to all permanent employees scheduled to work at least 20 hours per week. Employees classified as permanent Part-Time (scheduled between 20-35 hours per week) are entitled to 50% of the employer paid portion of health benefits. If changes in schedule, unpaid furloughs, or extended unpaid leave occurs that affects the minimum required work hours, eligibility and coverage will be affected if occurrence is longer than two months.

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

A Voluntary Accident and Voluntary Term Life Plan are available, at the employee’s expense, to those eligible employees who wish to purchase these additional benefits. Additionally, other benefits may also be made available, at the employee’s expense, to those eligible employees and their dependents who wish to purchase these additional benefits.

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

Continuation on the Association medical, dental, insurance programs on a self-pay basis may be allowed while on unpaid status according to federal law and WSAC policies governing unpaid leave. Federal law determines continuation on the Association medical and dental and insurance programs after termination.
Continuation of Insurance Coverage
COBRA Rights – Upon an employee’s termination from Association employment or upon an unpaid leave of absence, at the employee’s option and expense, the employee may be eligible to continue Association health insurance benefits to the extent provided under the federal COBRA regulations. An administrative handling fee over and above the cost of the insurance premium may be charged the employee or his/her dependents that elect to exercise their COBRA continuation rights.

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

Workers’ Compensation
The Workers’ Compensation Program through the Washington State Department of Labor & Industries covers all Association employees. All job-related injuries should be reported immediately to their immediate supervisor or Director of Finance & Administration.

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

Unemployment Compensation
Association employees are covered by State Unemployment Insurance through the Washington State Employment Security Department.

Part 6 - Leave

Sick Leave
Employees will earn sick leave at a rate of eight hours per month. Employees working a part-time schedule will earn sick leave on a pro-rated basis equal to the percentage of time worked. Sick leave can be used as soon as it is accrued. If a new employee works 50% or more of the total hours available during the month they will accrue sick leave for the month. If not, accrual will start the 1st of the following month. Sick leave credit shall be granted for each month in which a full-time or regular part-time employee is in pay status for 15 or more calendar days. The maximum amount that an employee may accrue is 120 days (960 hours).

Use – Sick leave is charged at a rate equal to the number of work hours absent from the normally assigned workday. FLSA Exempt employees shall not be charged for less than a full day of absence. Sick leave shall be granted to the extent of accumulated credits but only when an employee is required to be absent from work for one of the following reasons:
• An absence resulting from an employee’s mental or physical illness, injury, or health condition; to accommodate the employee’s need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee’s need for preventive medical care;

• To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care;

• When the employee’s place of business has been closed by order of a public official for any health-related reason, or when an employee’s child’s school or place of care has been closed for such a reason; and

• For absences that qualify for leave under the state’s Domestic Violence Leave Act (DVLA).

Who is a covered “family member”?

• A child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status;

• A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;

• A spouse;

• A registered domestic partner;

• A grandparent;

• A grandchild; or

• A sibling

• Other individuals as approved by the Executive Director on a case-by-case basis.

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

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

Washington State Paid Family & Medical Leave

Under certain conditions an employee may be able to use the Paid Family & Medical program for up to 12 weeks of paid leave time. This program is administered through the Washington State Department of Employment Security. Employees eligible to use and intending to use this program should notify their supervisor and the Director of Finance & Administration.
Sick Leave Payment at Termination
Upon separation from employment for reasons other than death or retirement, any unused sick leave is forfeited without payment.

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

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

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

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

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

Sick Leave Incentive Conversion
An employee with an excess of 60 days (480 hours) sick leave accrued may convert the excess days to vacation days at the rate of four (4) days sick leave for one (1) day of vacation. Conversion to vacation days cannot result in a vacation balance in excess of 240 hours.

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

Bereavement Leave
Employees are entitled to take up to three days of paid time off for purposes of bereavement upon death of an immediate family member. An immediate family member for bereavement leave includes: mother, father, spouse, domestic partner, child (natural, adopted, step or that of a domestic partner), brother, sister, grandchild, and grandparent. One day of leave may be used for bereavement related to aunts, uncles, cousins, in-laws, or other similar non-immediate family members or individuals as approved by the Executive Director on a case-by-case basis. The employee should notify the Executive Director of the need and length of anticipated absence. Absences beyond three days will be charged to vacation leave.

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

No sick or vacation leave will accrue if on unpaid leave of greater than 50% of the month. Holiday hours will not be paid if it occurs during the defined period of absence. If leave of absence is greater than two months employee will be responsible for insurance benefit premiums.

**Vacation Leave**

Employees earn vacation according to the following schedule:

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

The employee's anniversary month of hire is used as the trigger for change in the vacation level. Vacation time begins accumulating the first month of employment. If a new employee works 50% or more of the total hours available during the month they will accrue vacation leave for the month. If not, accrual will start the 1st of the following month. Vacation is not accrued during periods of unpaid leave and any such periods in excess of a full month will change the trigger month accordingly. Part-time employees will earn vacation on a pro-rated basis equal to the percentage of time worked in a normal scheduled work week.

Employee vacation schedules are approved at the discretion of the employee’s supervisor. Employees are encouraged to provide their supervisor with vacation schedule information as early as possible. Vacation leave may not be taken before it is accrued. An employee may take all or any portion of accrued vacation leave with supervisor approval.
While employed, employees may accumulate and carry vacation leave up to a maximum of 30 days (240 hours).

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

**Vacation Leave Payment at Termination**

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

**Incentive Days**

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

**Leave Sharing for Catastrophic Illness**

Employees may donate leave to another employee of the Association who is suffering from or has a member of the immediate family suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate employment. The receiving employee must meet the criteria described in this policy and must have abided by Association policies regarding the use of sick leave. The employee must have exhausted all accrued sick, vacation, personal holiday and granted leave. The Executive Director must approve the use of leave sharing.

**Vacation Leave**

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

**Sick Leave**

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

**Personal Holiday/Granted Leave**

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

**Unused Shared Leave**

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

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

Limitation

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

Holidays

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

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>1st Monday of September</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>4th Thursday of November</td>
</tr>
<tr>
<td>Day after Thanksgiving</td>
<td>Friday after Thanksgiving</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>December 25th</td>
</tr>
<tr>
<td>Four Personal Days</td>
<td></td>
</tr>
</tbody>
</table>

Holidays will be paid for those in paid status before and after the holiday. Holiday pay is for 8 hours maximum. If working a part time schedule, only the regular amount of scheduled hours will be paid. If normally scheduled to work a shift greater than 8 hours, the difference in hours must be made up throughout the remainder of the week or taken as vacation leave.

Personal Days

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

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

Jury Duty

Employees who are summoned for jury duty will be paid their normal rate of pay and benefits during that time. Employees should inform their immediate supervisor of this obligation as soon as they are aware of it.
Military Duty
An employee who is a member of the Washington National Guard or a federal military unit is entitled to up to 15 working days for military duty each calendar year with regular pay and benefits.

Part 7 - Employee Performance and Conduct
No employee has a right to expect progressive discipline, or to advance notice of the reasons for disciplinary action by the Association.

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

Employee Conduct
The Association and its employees are committed to providing services and conducting business with respect, trust, integrity, and honesty. Employees will conduct themselves during and off work with the mindset that their actions represent the Association. It is important to consider the impact of one’s actions and perform in ethical, lawful ways. This includes actions that are done through online media. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects the Association, members or those who work on behalf of the Association may result in disciplinary action up to and including termination.

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

Part 8 - Employee Responsibilities

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

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

Political Activity
No employee may directly or indirectly use or authorize the use of any Association facilities for purposes of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Facilities of the Association include, but are not limited to, use of Association stationary, supplies, postage, equipment, office space, or vehicles.
No employee may participate in activities relating to political campaigns at any time that he or she is on Association premises, or engaged in activities related to the business of, or performing work for the Association. This includes the wearing or display of any button, badge, sticker or other item relating to candidates for public office. Any employee wishing to participate in political activity during normal business hours must submit a vacation or leave without pay request. That request must be approved before the employee engages in the activity.

**Personal Appearance and Dress**

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

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

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

**Conflict of Interest**

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

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

**Smoking**

The Association prohibits smoking, vaping, and use of any tobacco products in its office and pool cars.

**Accidents and Reports**

Employees shall report any accident or unusual activity relating to the employee’s own personal safety or safety and security of the building and grounds as soon as such incidents are known. Employees should report occurrences to their supervisor or Director of Finance and Administration.

**Part 9 - Employee Services**

**Employee Parking**

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

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

Part 10 - Employment Termination

Resignation

Employees should provide a minimum of two weeks written notice of resignation. It is preferable that you are scheduled for work during this time and not on paid leave, so that appropriate transfer and finalizing of responsibilities may occur. A transition schedule will be developed by the supervisor, additional transition time may be requested depending on the level of responsibility or workload of the position. Executive level staff should provide a minimum of four weeks written notice of resignation.

An exit interview will be conducted by the Executive Director. Your immediate supervisor or Director of Finance and Administration will collect business property and passwords on or before the last scheduled day of work.

Compensation at Termination

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

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

Retirement Plan after Termination

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

Part 11 - Employee Retention

Purpose

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

- Provide a foundation to ensure -
  - Appropriate and competitive salary compensation; and
o Competitive health care and retirement benefits; and
  o Annual budget appropriation to support employee retention activities.

- Establish general parameters to guide the Executive Director’s actions to retain high performing employees and teams. These parameters are examples of potential strategies and activities to retain high performing employees and teams.

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

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

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

ORIGINAL ADOPTION: May 18, 2005  BOARD APPROVED REVISION: January 30, 2019

Part 1 – Member Travel

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

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

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

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

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

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

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

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

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

Meals
Reasonable costs for meals will be reimbursed based on actual receipts.
Lodging
Accommodations should be moderately priced and conveniently located while maintaining a safe environment at all times. When a member makes lodging arrangements, every effort should be made to secure the authorized state per diem rate for all lodging accommodations.

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

Ground Transportation and Use of Personal Vehicle
The prevailing IRS per diem rate for mileage reimbursement will apply for use of personal vehicle.

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

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

Non-Reimbursable Travel Expenses
The Association will not reimburse for the following expenses in connection with travel:

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

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

Travel reimbursement claims should be submitted to WSAC within 30 days from time of travel. In no case will WSAC reimburse otherwise eligible member travel expenses not submitted to WSAC by January 31st of the calendar year following the year in which the travel occurred. For example, costs incurred in 2020 must be submitted no later than January 31, 2021.

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

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

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

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

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

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

Other Executive Committee Members

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

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

<table>
<thead>
<tr>
<th>WSAC Officer</th>
<th>Authorized Number of NACo Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Vice President</td>
<td>2</td>
</tr>
<tr>
<td>2nd Vice President</td>
<td>2</td>
</tr>
<tr>
<td>Immediate Past-President</td>
<td>1</td>
</tr>
</tbody>
</table>

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

Other Executive Board Travel Related to Association Business
WSAC will pay or reimburse the President and other members of the Executive Committee for travel expenses which relate directly to the duties of their respective offices.
WSAC Board of Directors

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

Members Serving on NACo Boards

NACo Board of Directors

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

NACo WIR Board of Directors

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

Legislative Steering Committee

Members from Counties with Population < 70,000

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

Other Member Travel Related to Association Business

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

Part 2 – Conflict of Interest

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

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

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

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

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

**Direct or Indirect Financial or Other Material Interest**

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

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

**Substantial Financial Interest**

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

Disclosure of Interest and Participation in Meeting

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

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

Minutes of Meeting

The names of the Directors and Officers who disclosed or otherwise were found to have a direct or indirect financial or other material interest in a proposed or existing Arrangement with WSAC, the nature of the interest, and the extent of the Director’s or Officer’s participation in the relevant Committee meeting on matters related to the financial or other material interest shall be recorded in the minutes for that meeting. The minutes also shall include a record of any determination as to whether the Arrangement was in the best interest of and fair and reasonable to WSAC, notwithstanding the interest, and the specific reasons supporting the determination, including any alternatives to the proposed or existing Arrangement, the names of the persons who were present for discussions and votes relating to the proposed or existing Arrangement, and a record of any votes taken in connection therewith.
Co-Investment Interest
Each Director and each Officer of WSAC also shall disclose whether he or she, or one of his/her relatives, has personal funds invested with an investment manager providing, or expected to provide, investment management services to WSAC or in a professionally managed investment fund in which WSAC is invested or is considering investing (a “co-investment interest”). For the purposes of this Conflicts of Interest Policy, a “professionally managed investment fund” shall not include mutual funds or other similar investment vehicles generally available to the investing public on essentially the same terms. Such co-investment interest shall be disclosed in writing to President. Such disclosure shall include all material facts, including, but not limited to, fee arrangements and any preferential treatment received by the Director or Officer, or one of his/her relatives, and not available to other investors necessary to determine whether such co-investment interest may provide a benefit to the Director or Officer, or one of his/her relatives. If the President determines that the co-investment interest may provide some advantage to the Director or Officer, or one of his/her relatives, the President shall refer the issue to the Committee. The Director or Officer who discloses a co-investment interest may make a presentation and respond to questions from the Committee but shall not be present during the discussion of, and vote on, how to address the co-investment interest. The Committee shall determine what, if any, corrective action is required with respect to the co-investment interest, including, but not limited to, terminating the investment relationship or seeking an adjustment in fee structure.

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

Employees Covered by Policy
This Policy shall apply to the Executive Director.

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

Part 3 – Voting

Authorization
WSAC Bylaws:

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

**Purpose**

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

- WSAC President
- WSAC 1st Vice President
- WSAC 2nd Vice President
- Regional Representatives
- National Association of Counties Board of Directors
- National Association of Counties Western Interstate Region Board of Directors

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

**Annual and Regular Elections Balloting Timelines**

<table>
<thead>
<tr>
<th>Annual Date</th>
<th>Task/Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 45 days prior to Annual Meeting</td>
<td>Candidate filing period begins</td>
<td>WSAC Executive Director or designee emails all Active Members advising of open positions and qualifications</td>
</tr>
<tr>
<td>30 days prior to Annual Meeting</td>
<td>President appoints Elections Oversight Committee comprised of WSAC Past Presidents not on the ballot and other Active Member(s) as deemed necessary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Candidates shall submit:</td>
<td>• Informational Materials</td>
</tr>
<tr>
<td></td>
<td>• Ballot statements</td>
<td>• Photos due</td>
</tr>
<tr>
<td></td>
<td>Staff compiles and verifies election distribution list and assigns unique voting passcode to each Active Member.</td>
<td></td>
</tr>
<tr>
<td>25 days prior to Annual Meeting</td>
<td>Ballot(s) are prepared in online tool by WSAC staff</td>
<td></td>
</tr>
<tr>
<td>20 days prior to Annual Meeting</td>
<td>WSAC Elections Oversight Committee reviews election materials, procedures, and process</td>
<td></td>
</tr>
<tr>
<td>14 days prior to Annual Meeting</td>
<td>Election(s) opens</td>
<td>WSAC Executive Director or designee emails all Active Members their unique voting passcode</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>November</td>
<td>Annual Meeting</td>
<td>Computer voting station is available at for on-site voting; results are automatically tabulated and presented to WSAC Elections Oversight Committee for announcement to membership</td>
</tr>
</tbody>
</table>

Elected officer(s) and representatives are announced to members at the Annual Conference, on WSAC website, WSAC newsletter, and press release.
Vacancies that occur at least 60 days prior to the WSAC Annual Meeting, a special election shall be conducted via the following positions:

### Special Elections Balloting Timeline

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Task/Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon notification of the opening WSAC will post a Two Week Filing Period</td>
<td>Candidate filing period begins</td>
<td>WSAC Executive Director or designee emails all Active Members advising of open positions and qualifications</td>
</tr>
<tr>
<td></td>
<td></td>
<td>President appoints Elections Oversight Committee Comprised of WSAC Past Presidents not on the Ballot and other Active Member(s) as deemed necessary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Staff compiles and verifies election distribution list and assigns unique voting passcode to each Active Member.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ballot(s) are prepared in online tool by WSAC staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WSAC Elections Oversight Committee reviews meeting materials</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Election(s) open for 1 week</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WSAC Executive Director or designee emails all Active Members their unique voting passcode</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Computer voting station available at WSAC; results are automatically tabulated and presented to WSAC Elections Oversight Committee for announcement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elected officer(s) and representatives are announced to WSAC members and posted in a press release, on WSAC website, and in WSAC newsletter</td>
</tr>
</tbody>
</table>
Part 4 – Dues

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

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

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

Other Dues & Special Assessments
WSAC is proactive and responsive to addressing the needs of its members and as such may create new dues generating programs or special assessments that are applicable to counties as a whole or a targeted subsection as applicable. The total dues or assessments is initially calculated based on the budgeted cost of staff time, subcontractors, or professional services needed to address the activities required and long term needs of such program. The rates per county may be established using the two-tier system mentioned above. Other factors may be used to determine county rate calculations such as percentage of other funding, such as PILT in the public lands dues, or a flat fee per county such as Coastal Counties.

The review and assessment of financial needs and appropriate dues calculations will be proposed by the Executive Director and reviewed with the Board Executive Team during the annual budget development or as needed throughout the year as special assessments arise. The calculations will be developed with fairness, equity, and continuity in mind for each county participating. The method and assessment criteria will be documented and shared with those members assessed to ensure full transparency and understanding. The Executive Director has authority to finalize rates and to proceed with dues collections in order to allow for work to begin.

Part 5 – Standing Committees, Task Forces and Caucuses

Audit, Investment and Finance Committee Charter

Purpose
The primary function of the Audit, Investment and Finance Committee is to assist the Board of Directors and WSAC staff in fulfilling their fiduciary, financial and compliance oversight responsibilities. The Committee’s primary duties and responsibilities are to:
• Serve as an independent and objective party to monitor the Association’s financial and compliance reporting process and internal controls.
• Provide an open avenue of communication among the independent auditor, management and the Board of Directors.

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

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

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

Activities
• Select and approve the independent auditor(s), fees and scope of work for an annual or biennial Association financial audit to be performed based on staff’s evaluation thereof. The engagement letter defining scope of services is forwarded to the President of the Board for signature.
• Instruct the independent auditor(s) that the Board of Directors is the auditor’s client.
• Hold separate executive meetings with management and the independent auditor(s) to discuss the results of annual audits and related comments including:
  o The independent auditor’s audit report, financials, and accompanying footnotes.
  o Any changes required in the planned scope of the audit plan.
  o Significant findings during the year, including the status of the audit recommendations from the prior years.
  o Any difficulties encountered in the course of audit work including any restriction on the scope of activities or access to required information.
  o Compliance audit findings.
• Review and approve fees for any non-audit services provided by the external auditor(s), and ensure that the provision of non-audit services does not impair the external auditor(s) independence or objectivity.
• Review, implement and prepare recommendations to the Board of Directors regarding investment and cash reserve policies.

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

**Columbia River Caucus**

**Working Title**
Columbia River Caucus

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

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

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

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

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

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

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

**Specific Objectives and Responsibilities of the Columbia River Caucus**

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

**Governance and Decision Making**

- All Parties have equal representation and equal participation.
- The chairperson shall be appointed by the WSAC President.
- Consensus outcomes are not required; where the group cannot reach consensus, the full range of options and perspectives will be carried forward as input to Ecology. If the Group determines to seek consensus on certain points, consensus is defined as an outcome everyone on the group can live with and support.
- While it is the intent for the Group to reach consensus and speak as one unified voice, the body desires to stipulate a voting procedure. Should a need for a vote occur, each county that meets the standard for participation shall have one vote, and shall cast vote as a whole. Vote is not divisible.
- Commissioners may designate, in writing, an alternate to represent their views. Alternates may vote for their respective county if so authorized, in writing, by the legislative authority.
- Members present comprise a quorum.
- Summary discussion points, recommendations and action items from the meetings will be documented.

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

**Expectations of Participants**

- Participants shall make every effort to attend meetings. If an alternate is needed, the alternate will be briefed prior to meetings so as able to fully participate.

- Participants will represent their own personal views and expertise, and the perspectives of their county and/or watershed; this means participants are responsible for coordinating with their constituencies to bring perspectives forward.

- Collaborative problem solving depends on mutual respect and careful listening among participants and active participation by all. Meetings will be conducted in a respectful atmosphere, where all parties seed to foster trust and understanding.

- Participants will strive for honest and direct communication and a focus on interests and needs, rather than positions. Participants will allow for open discussion, and the right to disagree, and will look for opportunities to find common interest, agreements and solutions.

- Participants will focus on clarifying their own view and interests; they will refrain from characterizing the views of other participants, especially in conversations to outside stakeholders and the press.

- Outside resources, experts in specific subject matters, and others may participate with the agreed upon permission of the participants.

**Meeting Frequency**

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

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**Washington State Association of Counties’ Coastal Caucus**

**Working Title**

Coastal Counties Caucus

**Authorization**

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

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

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

- Create a forum for County Commissioners, County Council Members, County Executives and county staff within the 14 Coastal Counties to interact, discuss, engage and recommend WSAC positions on issues relating to the waters of Puget Sound, Hood Canal and the Pacific Ocean.

- Establish a partnership with Puget Sound Partnership in the development, implementation and evaluation of the Action Agenda to restore and protect Puget Sound by 2020.

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

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

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

Specific Objectives and Responsibilities of the Group
- Assist the Puget Sound Partnership in the development, implementation and evaluation of the Puget Sound Action Agenda and provide policy input to the Leadership Council and Ecosystem Coordination Board.

- Encourage state agencies, the legislature and the governor to build new capacity and opportunities for the Pacific Coast similar to the Puget Sound.

- Provide state agencies, including the Department of Ecology, the Puget Sound Partnership and other state and federal agencies with perspectives from local government officials elected to govern Coastal Counties.

- Assure that the interests of watershed planning groups/organizations and Marine Resource Committees are fully represented in a meaningful and integrated manner.

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

Governance and Decision Making
- All Parties have equal representation and equal participation.

- The chairperson shall be appointed by the WSAC President.

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

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

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

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

Timber Counties Charter

Working Title
Timber Counties Committee

Authorization
3.17.1 Standing or Temporary Committees, Task Forces and Caucuses

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

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

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

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

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


Specific Objectives and Responsibilities of the Group
- When required, the counties with “State Forest Lands” shall elect to a four-year term, a County Commissioner/Councilperson as their representative to the Board of Natural Resources.
- The elected representative is expected to maintain communications with the committee and to represent the beneficiary counties in Board of Natural Resources deliberations.
- When required, the committee shall nominate a group of candidates (3-5) for the Governor’s consideration when appointing a county representative to the Forest Practices Board.
- The appointed representative is expected to maintain communications with the committee and provide the Forest Practices Board with perspectives from local government officials elected to govern Timber Counties.
• Provide support to national efforts to maintain or increase the payments to counties under the “Secure Rural Schools and Community Self-Determination Act” (SRS) and the Federal “Payment in Lieu of Taxes” (PILT).

• Assure that the interests of local government officials elected to govern timber counties have a voice and the ability to participate in the land management planning efforts of National Forests in Washington State.

Governance and Decision Making
• All Parties have equal representation and equal participation, provided that decisions related to the management of “State Forest Lands” shall be limited to counties containing such lands.

• The chairperson shall be appointed by the WSAC President.

• Consensus outcomes are desired; consensus is defined as an outcome everyone on the group can live with and support. Absent consensus, decisions shall be made via a 2/3 majority of those members present to take a vote, provided that the election of the county representative to the Board of Natural shall be conducted in accordance with RCW____. Absent consensus or a majority the group shall be empowered to forward and discuss the full range of options and perspectives discussed by the Caucus.

• Summary discussion points, recommendations and action items from the meetings will be documented.

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

Expectations of Participants
• Collaborative problem solving depends on mutual respect and careful listening among participants and active participation by all. Meetings will be conducted in a respectful atmosphere, where all parties foster trust and understanding.

• Participants shall make every effort to attend meetings. If an alternate is needed, the alternate will be briefed prior to meetings so as to be able to fully participate.

• Participants will represent their own personal views and expertise, and the perspectives of their county and/or watershed; this means participants are responsible for coordinating with their constituencies to bring perspectives forward.

• Participants will strive for honest and direct communication and a focus on interests and needs, rather than positions. Participants will allow for open discussion, and the right to disagree, and will look for opportunities to find common interest, agreements and solutions.

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

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

Solid Waste Caucus

Working Title
Washington Association of County Solid Waste Managers (WACSWM)

Authorization
3.17.1 Standing or Temporary Committees, Task Forces and Caucuses

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

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

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

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

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

Governance and Decision Making
- All Parties have equal representation and equal participation.
• The Chair or Co-Chairs shall be elected by the members of the WACSWM every other year. Chairs can serve for any number of ongoing two-year terms. Sub-committees may be appointed by the Chair/Co-Chairs to serve annual terms for the purposes of meeting and topic logistics, policy or legislative topics and, or state agency or regulatory topics.

• Consensus outcomes are desired; consensus is defined as an outcome everyone on the group can live with and support. Absent consensus, decisions shall be made via a 2/3 majority of those members present to take a vote.

• Absent consensus or a majority the group shall be empowered to forward and discuss the full range of options and perspectives discussed by the WACSWM.

• Summary discussion points, recommendations and action items from the meetings will be documented.

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

Expectations of Participants
• Collaborative problem solving depends on mutual respect and careful listening among participants and active participation by all. Meetings will be conducted in a respectful atmosphere, where all parties foster trust and understanding.

• Participants shall make every effort to attend meetings. If an alternate is needed, the alternate will be briefed prior to meetings so as to be able to fully participate.

• Participants will represent their own personal views and expertise, and the perspectives of their county and/or department; this means participants are responsible for coordinating with their organizations and constituencies to bring perspectives forward.

• Participants will strive for honest and direct communication and a focus on interests and needs, rather than positions. Participants will allow for open discussion, and the right to disagree, and will look for opportunities to find common interest, agreements and solutions.

• Participants will focus on clarifying their own view and interests; they will refrain from characterizing the views of other participants, especially in conversations to outside stakeholders and the press.

• Outside resources, experts in specific subject matters, and others may participate with the agreed upon permission of the participants.

Meeting Frequency
It is the expectation that this group shall meet in conjunction with WSAC statewide conferences and additionally as needed, generally up to four times a year. Regional meetings are currently held across the state and additional meetings may be requested by committee members through the assigned
Legal Committee Charter

Working Title
WSAC Legal Committee

Authorization

3.17.1 Standing or Temporary Committees, Task Forces and Caucuses

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

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

Purpose

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

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

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

Participants

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

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

• An ex-officio member from the Washington Counties Risk Pool staff.

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

**Specific Objectives and Responsibilities of the Group**

• Provide recommendations to the LSC and WSAC policy staff on legislation that has the potential to increase county liability;

• Provide recommendations to the Board on requests for legal opinions from the Washington Attorney General;

• Provide recommendations to the Board and Executive Committee on WSAC’s submittal of Amicus Curiae briefs, and;

• Provide recommendations to the Board on WSAC’s participation in litigation on matters of statewide significance, including a policy on when and how WSAC should participate in such matters.

**Governance and Decision Making**

• The WSAC President shall serve as the chair of the Committee.

• Decisions shall be made via a 2/3 majority of those members present to take a vote. Absent a majority, the group shall be empowered to forward and discuss the full range of options and perspectives discussed by the Committee.

• Summary discussion points, recommendations and action items from the meetings will be documented by WSAC staff.

**Organizational Support**

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

**Expectations of Participants**

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

**Meeting Frequency**

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

**Marketing & Partnerships Committee**

**Working Title**
Marketing & Partnerships Committee
Authorization

3.17.1 Standing or Temporary Committees, Task Forces and Caucuses

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

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

Participants

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

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

Specific Objectives and Responsibilities of the Group

- Review business partner agreements submitted by interested partners;
- Provide recommendations to WSAC staff on future partnerships;
- Recommend business partner designation to the WSAC Board of Directors;

Governance and Decision Making

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

Organizational Support

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

Expectations of Participants

To the best of their ability, members are expected to represent the best interest of counties from across the state. The work of the Committee will be conducted in a civil manner, and members are also expected to present opposing views in a respectful manner.
Meeting Frequency
The Committee will meet when needed as determined by the Chair and WSAC staff. Additional meetings may be requested by committee members through WSAC staff and shall be approved by the Chair.

Part 6 – Legislative Hosted Events

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

Part 7 – National Association of Counties County Leadership Institute

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

Each year, WSAC shall solicit nominations from members to represent WSAC. WSAC endeavors to provide this opportunity to emerging Association leaders. Selection guidance shall include:

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

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

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

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

Part 8 – Boards & Commissions

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

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

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

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

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

**Tier 2: Appointment or Nomination by WSAC Executive Committee**

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

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

**Board Appointment/Nomination Process**

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

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

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

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

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

**Notification of Board Appointment/Nomination**

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

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

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

**Upon Appointment**

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

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

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

**General**

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

1. The request to participate in an amicus brief must come from an elected county executive or from the majority of a county legislative authority;

2. Requests must be accompanied by a completed WSAC *Amicus Curiae* Brief Request Form, which is available on the WSAC website;
3. WSAC generally limits its involvement to Supreme Court cases. WSAC reserves the option to begin its involvement at the Court of Appeals, but will generally limit those instances to cases that relate to county structure or organic powers;

4. WSAC will generally limit its involvement to land-use cases, cases that have substantial fiscal impacts, and those that relate to county structure or organic powers;

5. WSAC will utilize the Legal Committee, to review cases and provide recommendations, as needed, prior to committing to an amicus brief. WSAC may also consult with various members of the Washington Association of Prosecuting Attorneys, at its discretion;

6. Authorization to participate in an amicus brief rests with the WSAC Board of Directors. However, when timing does not permit engagement of the full Board of Directors, the Executive Committee of the Board of Directors may authorize participating in an amicus brief;

7. WSAC does not provide direct financial support for court cases. Rather, WSAC involvement depends upon the availability of resources, including in-house general counsel, the Washington Association of Prosecuting Attorneys, elected prosecuting attorneys or appointed deputy prosecuting attorneys from individual county office(s), or special deputies, appointed by a prosecuting attorneys from an individual county. It is preferred that counties making the request for WSAC amicus involvement include an identified volunteer attorney to draft the brief, particularly when time is short. Failure to identify a volunteer drafter may result in WSAC’s determination not to participate.
WSAC Amicus Curiae Brief Request Form

1) Case name and court of appeals/supreme court number

2) Case history and current status

3) Briefing schedule, if available; otherwise probable filing deadlines

4) Concise and brief statement of the issue or issues on which amicus argument is desired

5) Brief statement as to whether and how the decision will broadly affect Washington counties

6) How, in particular, the results sought would be of benefit to the counties

7) How a WSAC brief would add a new or different perspective to the issue or issues

8) Brief summary of particular cases of interest, of which the applicant is aware, with citations

9) Counties that are a party on the other side of the case and/or that would oppose or would be expected to oppose WSAC’s participation as amicus? If yes, please list, and state the known or anticipated bases for opposition

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

10) Resources that will be made available or you are aware of to assist in the preparation of the amicus brief, including volunteer attorney(s) to draft the brief?

11) Name of requester, and party requester is representing
Part 10 – Federal Relations & Engagement Policy

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

Within available resources, WSAC will:

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

Partnership with the National Association of Counties

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

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

Federal Issues and Relations Committee Composition

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

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

1. Federal Issues and Relations Committee shall be chaired by WSAC’s elected “Automatic Position” to the NACo Board of Directors.
2. All WSAC members that serve on the NACo Board of Directors and WIR Board of Directors shall be members of the Federal Issues and Relations Committee.
3. Only “Active Members” of the Washington State Association of Counties may be considered for membership on the Federal Issues and Relations Committee.
4. At least one WSAC member from each NACo Steering Committee should serve on the Federal Issues and Relations Committee.
5. At least one WSAC member from each county that participates on NACo Steering Committee should serve on the Federal Issues and Relations Committee.
6. At least one WSAC member from each of the congressional districts.
7. Active Members desiring to serve on the Federal Issues and Relations Committee may self
nominate to be considered for appointment.
8. Other “Active Members” that are engaged in regional federal agency issues and relations shall
be eligible to serve on the Federal Issues and Relations Committee.
9. Preference shall be provided to “Active Members” with tenured experience as a county
appointed or elected official.
10. Consider the appointment of ex-officio committee members that are engaged in federal issues
and are a member of a WSAC affiliate or partner organization.

Federal Issues and Relations Committee Member Responsibilities

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

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

Operating Guidelines and Responsibilities

1. Only approve positions and policies associated with federal issues when 2/3 of those members
   of the Federal Issues and Relations Committee present approve of the position or policy.
2. Consistent with WSAC bylaws and policies, the Federal Issues and Relations Committee may
   adopt operating procedures and policies to further guide policy development, committee and
   sub-committee structure, and principles for member engagement and participation in policy
   development and advocacy.
Part 11 – Annual Legislative Agenda Approval Process

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

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

• Organize a forum for WSAC members to present and discuss the annual WSAC legislative agenda; and

• Distribute the recommended annual WSAC legislative agenda to the entire WSAC membership for review; and

• Conduct an election to determine whether the WSAC membership approves of the recommendation.

WSAC staff may not conduct the election sooner than 10 business days after the distribution of the recommendation. The election may be conducted electronically or through a meeting of the members.

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

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

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

Purpose

It is the intent of the Association to implement a prudent, judicious, and integrated approach to legislative advocacy, communication, and legal activities. Communications and the use of legal actions are meant to be used as tools to advance the WSAC policy agenda in coordination with legislative advocacy strategies and actions.

As an organization, WSAC believes that legal actions should be used sparingly and as a last resort. WSAC Members and our affiliate organizations desire to develop and maintain positive, collaborative, and respectful partnerships with organizations we conduct business with, in particular our important partnership with Washington State legislature and executive branch agencies. We commit to building, cultivating, and strengthening these relationships.
For county elected and appointed officials to carry out their constitutional and statutory duties and assure that state policy is effectively implemented, they simply must have adequate resources to do so. County elected and appointed officials must work with the legislature and agencies to assure adequate resources are available. As currently constructed, counties cannot currently deliver essential programs and services because flaws in the county finance structure make counties fiscally unsustainable. Further, the legislature continually requires counties to pay for and deliver new or expanded state required programs and services without providing money to do so, a clear violation of RCW 43.135.060, and routinely reduce county revenues through legislation and/or administrative rule making.

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

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

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

**Legal Actions**
- Maintain a Unified Legal Strategy to Advance Organizational Policy Objectives;
- Confer with Counties Regarding Pending Litigation;
- Submit Amici Curiae Briefs consistent with WSAC Amicus Brief Policy and Process;
- Intervene in Cases Before the Courts as Appropriate;
- Coordinate Litigation with Counties and Partners;
- Seek Formal and Informal Attorney General Opinions;
- Pursue “Friendly Lawsuits” with Other Parties to seek Judicial Recognition of a Settlement to the Issue or Conflict;
o Conduct Research and Analysis Around Potential Litigation, Causes of Action and Strategies;
o Initiate Litigation as a Plaintiff.

Legal Action Process Phases

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

Legal Committee

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

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

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

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

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

- Communicate with the Washington Association of County Officials (WACO), affiliates representing independently elected or appointed officials as appropriate, or other partner organizations during the development and screening of potential legal action, and should:
  o Include a clear explanation that WSAC is considering potential legal action.
  o Seek fiscal or other impacts of any potential case on their offices.
• WSAC members should seek the views of the other elected officials in their counties but are not required to do so.
• Seek input and advice from the Washington Association of Prosecuting Attorneys (WAPA) on case development and screening.

Legislative Steering Committee

• As provided for herein, the Legislative Steering Committee (LSC) shall review the Legal Committee’s recommendation for the following two legal actions:
  o Where WSAC will formally request to intervene in cases before the courts as appropriate;
  o Where WSAC will initiate litigation proceedings as the Plaintiff.
• LSC may modify, recommend, alter, or change the recommendation from the Legal Committee.
• Any proposed legal action must receive a 2/3 affirmative vote of those present for the LSC to recommend proceeding with legal action to the Board of Directors.
• Shall provide, to the Board of Directors, a recommendation that shall include a summary of any views differing from the majority.

Board of Directors

• A legal action recommendation from the LSC may not be voted upon by the Board of Directors without a minimum 10 day notification to WSAC members;
• WSAC Board of Directors may modify, recommend, alter, or change the recommendation from the Legal Committee or the Legislative Steering Committee;
• Unless otherwise provided for herein, the WSAC Board of Directors shall make the final decision on pursuing legal activities;
• The WSAC Board shall retain settlement authority, unless otherwise delegated to executive committee with a set of sideboards defining an acceptable settlement;
• Participation in Amicus Curiae shall remain consistent with *WSAC Amicus Brief Policy and Process*; The Board may direct staff to serve as a coordinator or facilitator of legal action taken by one or more WSAC members to which WSAC itself is not a party;
• The WSAC Board of Directors, under limited time sensitive conditions, delegates legal action decision making to the Executive Committee.

Case Management Committee

For the following legal actions, the Executive Committee shall appoint a Case Management Committee:

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

WSAC may invite participation from partner organizations, and affiliates or members as appropriate to the subject matter of the case.
Each specific Case Management Committee appointed by the Executive Committee shall be responsible for engaging with legal counsel, receiving regular reports on the case, discussing case strategy and advise on managing individual case legal action.

**Communications within WSAC during Litigation**

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

**Legal Action Criteria and Evaluation**

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

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

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

- Submit Amici Curiae Briefs – consistent with *WSAC Amicus Brief Policy and Process*;
- Coordinate litigation with counties and partners (but not have WSAC intervene on its own behalf)
- Seek formal and informal Attorney General Opinions
- Proceed with friendly lawsuits with other parties to seek judicial recognition of a settlement to the issue or conflict

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

- Intervene in cases before the courts as appropriate
- Initiate litigation proceedings
It is recognized that WSAC has a significant interest in many legal issues, but shall use any legal actions in a prudent and judicious manner. WSAC desires to identify legal issues and arguments that recognize that counties have unique and identifiable authorities and powers as defined by the state constitution, statutes, and regulations.

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

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

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

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

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

**Legal Issues**

- Do we understand the current case law?
- Do the facts support a good case? Will the case provide an answer and some certainty, irrespective of whether we prevail?
- What is our analysis of the public policy issues involved in the case?
- Can we shape the argument around which aspects of the case will we pursue?
- Do we understand the facts and law the opponents will use?

**Communications and Public Relations**

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

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

Legal Committee Recommendation

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

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

1. Case history and current status if applicable;
2. Probably timeline and schedule;
3. A concise and brief statement of the issue or issues on which argument is desired;
4. A brief and succinct statement as to whether and how the decision will broadly affect Washington counties;
5. State in particular how the results sought would be of benefit to the counties;
6. Is there any county that is, or might be, party on the other side of the case and/or that would oppose or would be expected to oppose WSAC’s participation in this legal activity? Are there members of the Legal Committee that have a differing view than the majority of members? If yes, please list, and state the known or anticipated bases for opposition.
Part 1 – Cash Management

Purpose

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

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

Investment Objectives

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

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

Authorized Investments

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

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

1. Investment Management Consultant. The consultant may assist the Investment Committee in: establishing investment policy, objectives, and guidelines; selecting investment managers; reviewing such managers over time; measuring and evaluating investment performance; and other tasks as deemed appropriate.

2. Investment Manager. The investment manager has discretion to purchase, sell, or hold the specific securities to meet the investment objectives.

3. Additional specialists such as attorneys, auditors, and others may be used by the Investment Committee to assist in meeting its responsibilities and obligations prudently.

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

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

Part 2 – 401k Savings Plan Investment Policy Statement

Introduction

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

The Plan is intended to satisfy the requirements of Section 401(a) of the Internal Revenue Code (the “Code”) and contains a cash or deferred arrangement that is intended to satisfy the requirements of Code Section 401(k). The Plan is intended to comply with the requirements of the Employee Retirement Income Security Act of 1974 (“ERISA”) including, without limitation, ERISA’s requirements relating to the behavior of plan fiduciaries and the requirements of ERISA Section 404(c).
Plan participants have different investment objectives, time horizons, and risk tolerances. To meet these varying investment needs, participants and beneficiaries will be able to direct their account balances among a range of investment options, which span the risk/return spectrum. To the extent consistent with ERISA Section 404(c) and the applicable provisions of the Pension Protection Act of 2006, Plan participants and beneficiaries alone bear the risk of investment results from the investment options and allocations that they select.

**Purpose**

This Investment Policy Statement (“IPS”) is intended to assist the Plan’s fiduciaries in making decisions about the Plan’s investments. The IPS outlines the underlying philosophies and processes for the selection, monitoring, and evaluation of investment options and investment managers utilized in the Plan. Specifically, the IPS:

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

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

**Investment Objectives**

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

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

**Roles and Responsibilities**

Trustee – The trustee of the Plan is responsible for holding and investing Plan assets in accordance with the terms of the Trust Agreement.
Recordkeeper – The recordkeeper is responsible for maintaining and updating individual account balances—including information regarding plan contributions, withdrawals, and distributions—and otherwise acting on the directions of the Employee Benefits Committee (EBC) or its authorized delegates.

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

The primary responsibilities of the Investment Committee are to:

- Make sufficient asset classes with different and distinct risk/return profiles available under the Plan so that each Plan participant has the opportunity to prudently diversify his/her account given his/her investment circumstances;
- Prudently select investment options;
- Establish and maintain the Investment Policy Statement;
- Control and account for all investment, recordkeeping, and administrative expenses associated with the Plan;
- Monitor investment options as to fund levels, returns, manager performance to established benchmarks, and manager tenure;
- Remove/terminate options/managers not performing at acceptable levels; and
- Avoid prohibited transactions and conflicts of interest.

**Investment Manager/Option Selection**

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

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

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

Investment Monitoring and Reporting

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

The Investment Committee will monitor the performance of each investment manager/option on a periodic basis. Not less frequently than annually, the Investment Committee will meet to review whether each investment manager/option continues to conform to the criteria outlined in the previous section. Specifically, the Investment Committee will review the investment manager/option to confirm that the manager/option continues to adhere to the Plan’s investment guidelines and to determine whether there have been any material changes in the investment manager’s/option’s organization or investment philosophy.

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

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

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

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

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

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

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

Part 2 – Open Public Meetings Act Policy

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

The Open Public Meetings Act

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

- Communications via telephone or video conference/webinar may constitute a public meeting.
- Email may not be considered a public meeting and decision-making via email may be a violation of state law.
- Serial or rolling communications are any type of communications that allow the majority of the members of the body to engage in a communication that should instead occur at a public meeting. The serial communication may involve a series of communications, each communication involving less than a quorum of the board, but when taken as a whole, involve a majority of the board. Such activities are also a violation of the law.

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

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

WSAC Guidelines

WSAC will ensure that all meetings of the WSAC Board of Directors are open to any member of the public who wishes to attend. The calendar of the regular meetings of the WSAC Board of Directors will be posted on the WSAC website. The WSAC Board of Directors will not provide opportunity for public comment.
WSAC will also ensure that any meeting of the WSAC Legislative Steering Committee, Executive Committee, Timber Counties Committee, Columbia River Caucus, Coastal Counties Caucus, or other committee or subgroup of the WSAC Board of Directors will be open to the public when:

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

Whenever the above two criteria are met, the following requirements will apply:

- The calendar of the regular meetings will be posted on the WSAC website in accordance with the Act. Agendas for regular meetings will be posted on the WSAC website at least 24 hours in advance of the meeting. RCW 42.30.077
- Notice and agendas for special or emergency meetings will be made pursuant to RCW 42.30.070 and 080. “Executive session,” while not expressly defined in the Act, is understood to mean a portion of a meeting that is closed to the public and may be undertaken for the purposes listed in RCW 42.30.110(1)(a)-(k).
  - Before convening in executive session, the presiding officer of a governing body shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer. RCW 42.30.110(2)
  - No final action may be taken during executive session.
- Meeting minutes will be maintained and made available upon request or by posting on the WSAC website within a reasonable time after the meeting, per RCW 42.30.035. The Act does not specify the format or content of the required minutes. However, the minutes should, at a minimum, note the significant actions taken. Meeting minutes are not required for executive sessions.

WSAC will provide guidance to WSAC affiliate organizations to assist them in determining whether the Act applies, and if so, how to comply.

**Part 3 – Public Records Act**

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

**The Public Records Act**

According to the state of Washington, a public record is “... information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used,
or retained by any state or local agency regardless of physical form or characteristics.” [RCW 42.56.010(3)]

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

**WSAC Procedure**

1. All public records requests regardless of incoming format (email, phone, web form, etc.) are routed to the WSAC Public Records Officer (PRO). Staff should not reply directly to requesters. If the PRO is unavailable, forward the request to the Executive Director.
   
   a. All requests for information should be reviewed in regard to whether they are public records requests and subject to the parameters of the Act. The Act is to be construed liberally and in favor of the requester. (See RCW 42.56.030) The request need not specifically state that it is a public records request.

2. Upon receipt, the PRO will send acknowledgement to the requester via tracked email and/or via registered mail citing that:
   
   a. Within five (5) business days of receiving the request, WSAC will respond in one of the following ways:
      
      i. Provide the record(s);
      
      ii. Provide an estimate of time needed to fulfill the response
      
      iii. Deny the request, with an explanation of the denial; or
      
      iv. Ask for clarification of the request for records

3. The PRO will coordinate collection of data/documents, working with appropriate staff as needed to fulfill the request.

4. Within the five day window, the PRO will reply to the requester with one or more of the options listed under (2) above.

5. If the request requires large amounts of photocopying the requester will be notified of an estimated cost for copies. The fee is 15 cents per single sheet. The total is due in full prior to delivery of a complete request or, if the request is broken into installments, a deposit of 10% of the total must be paid prior to the delivery of the first installment. Other charges may be imposed based on the actual cost to WSAC, as defined in RCW 42.56.120, at the discretion of WSAC.

**Electronic records**

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

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

**Electronic devices**

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

**Text messages**

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

**Social Media Content**

WSAC social media sites are subject to the Public Records Act. Content related to WSAC business shall be retained in accordance with WSAC’s document retention policy and maintained in an accessible format so that it can be produced in response to a request.
Part 1 - Affiliate Partners

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

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

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

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

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

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

Responsibilities of Affiliate Associations

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

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

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

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

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

Meetings

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

Bylaws

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

Publications

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

WSAC Conferences

Affiliate associations are encouraged to register for WSAC conferences and hold affiliate meetings in conjunction with the Association’s events. Affiliate associations will receive meeting space and other event benefits at no charge if a majority of their members attending the affiliate meeting registers for the WSAC conference at the full conference attendee rate. If the affiliate association members do not register for the WSAC conference, meeting space is not guaranteed without prior approval from the WSAC Executive Director. A room fee and other hard costs may be charged to the affiliate association. Affiliate association leadership shall coordinate with WSAC staff to develop shared programming of interest to members of both the affiliate and WSAC. As a portion of the Washington State Association of Counties’ business meeting at the annual conference, each affiliate shall present a substantive report on issues of concern to the affiliate association. The report shall be reproduced, in summary for, and provided to all Washington State Association of Counties members and affiliate
association members. Affiliate associations may not schedule programming or social events at the same time as WSAC’s vendor fair.

Research

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

Affiliation Termination

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

Part 2 – Organizational/Business Partners

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

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

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

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

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

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

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

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

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

ORIGINAL ADOPTION: July 9, 1986  BOARD APPROVED REVISION: June 15, 2010

Formerly known as the Convention Policy

Registration

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

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

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

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

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

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

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

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

Early Bird Registration: The member or non-member registration fee charged shall be determined, in part, by when the registration fee is paid. All registrations paid on or before the date set two weeks prior to the first full day of the conference shall be a lesser amount, as set by the officers or the
Executive Committee. All registrations paid after the specified end of the Early Bird window dates shall be of a greater amount as set by the officers or the Executive Committee. Purchase orders and any other form of delayed payment which is actually paid after the conference shall pay the greater amount.

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

**Invitation**

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

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

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

This class of guests will be extremely limited.

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

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

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

Costs relating to these guests shall be paid from the convention budget.
Open Public Meetings Act

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

Original Adoption: November 13, 2012  Board Approved Revision: N/A

Purpose

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

Definitions

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

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

Reporting Responsibility

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

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

No Retaliation

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

Acting in Good Faith
Anyone filing a complaint or concern of Wrongful Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates Wrongful Conduct. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense and is subject to discipline up to and including termination of employment.

**Confidentiality**

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

**Handling of Reported Wrongful Conduct**

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

**Accounting and Auditing Matters**

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

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

Purpose

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

- Telephone
- Voicemail
- Electronic Mail
- Written Correspondence

General Policy Parameters

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

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

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

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

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

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

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

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

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

• Be treated with unfailing courtesy, respect, honesty and professionalism.

• Staff and contractors that know and understand their job so they are prepared to provide answers or know where to research for an answer if they do not have an immediate response.

• Staff and contractors that take the extra step when providing assistance.

• To be greeted in a friendly, open manner.

• Receive timely, complete, accurate, clear, concise, and understandable information.

• A genuine demonstration of interest regarding their question, interest, and need.

• Staff and contractors that actively listens to their request/questions. WSAC Staff will ask for clarification if necessary, and provide complete, knowledgeable, accurate information regarding their inquiry.

• Staff and contractors that make extraordinary effort to provide information, as appropriate, and provide referrals to other outside agencies/organizations when appropriate.

• Have problems and issues addressed promptly and resolved to the best of our ability.

• Be able to readily access the staff and contractors via phone, email, texting or in person.

**Telephone**

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

• Calls will be answered in a prompt, professional and courteous manner.

• To the degree to which technology permits, answering the telephone is every employee’s responsibility.

• Callers who attempt to call a direct office line should generally be able to reach a live person during normal business hours if the person they are calling is unavailable.

• When answering a call WSAC staff and contractors shall:
  
  o Take time to discern and understand the nature of request before transferring a call;
  
  o Ask the caller questions to find out his or her concerns. Do not needlessly transfer the person because you did not listen to his/her question or problem;
  
  o If you have determined you are not the person they should talk to inform caller to whom they are being transferred; and
Ask the caller if they would like the direct telephone number of the person to whom they being transferred.

When answering the general WSAC telephone line:
- “Washington State Association Counties, this is Jane Doe, may I help You?”
- “Good Morning, Washington State Association of Counties, Jane Doe speaking. May I help you?”
- “Hello, Washington State Association of Counties. May I help you?”
- “Good Morning, Washington State Association of Counties. May I help you?”
- “Good Morning, Washington State Association of Counties”

When answering direct individual office line or cell phone line:
- “Hello. This is Jane Doe. May I help you?”
- “This is Jane Doe, may I help you?”

**Voicemail**

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

- Voicemail greetings should be kept current. It is each staff member’s responsibility to check their messages and to change their greeting to reflect their schedule.

- Each employee’s voice mailbox, attached to both their office and cell phone, should be checked frequently for messages and never fill up.

- As a general rule, callers should receive acknowledgement of their voicemail messages when staff returns to their desk, but no later than 24 hours on regular business days.

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

- If the caller’s message requires a lengthy follow-up needing more time to reply, it is suggested to either place a short phone call, email, or text to the caller to inform them that you have received the message and will call back to talk more fully later.

- Anytime a WSAC staff member or contractor is not accessing their voicemail (because of either work or leave) within 24 hours, they shall use a personalized extended absence greeting to provide the caller the following information:
  
  - The period of time you are away from the office/desk, with a clear statement of when you will return to reply;
  
  - If there is an alternate phone number that you can be reached at – if possible;
If there is another contact to assist in case of the need for immediate assistance while you are away;

- If you are, or are not checking voice mail during your absence;
- Instructions to press “0” if the caller needs immediate assistance.

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

### Electronic Mail (e-mail)

**DOES NOT INCLUDE PUBLIC RECORDS REQUESTS**

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

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

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

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

- It is expected and acknowledged that WSAC email will be used for both formal and informal communication to WSAC members, affiliates, partners and others.

- Formal email communications shall be formatted and written in a professional manner. The content of such an email should be the same standard as a letter and/or memorandum and:
  - Attention shall be paid to provide complete, clear, and concise information with the option to use e-mail or call if there are additional questions;
  - A salutation and a complimentary closing should always be used when writing or responding to such email inquiries.
  - Always check for spelling, punctuation, and formatting errors prior to sending the e-mail message.
  - Care should also be taken to ensure that all responses provide the appropriate information to the recipient by checking for consistency and accuracy.

- Try and minimize the size of emails.
- Be careful when sending emails containing personal or confidential information. Check the recipient’s name, especially if there is more than one person with the same name.
- In general, avoid sending sensitive information in an email.
- Try to minimize the use of graphics, different fonts, formats stored within a document when sending it as an attachment to an email.
- Do not open attachments from unknown sources.
- You should endeavor to ensure that personal email cannot be interpreted as official WSAC correspondence.
- Be careful when using humor or sarcasm within a message as this can be easily misinterpreted.
- As a professional courtesy, the addressing personnel will “Reply to All” when responding to all emails.
- When “group” emails are being sent from WSAC staff or contractors, it is professional courtesy to send these to “bcc” group lists while acknowledging within the body or greeting of the email what group the email was sent to. i.e., Clerks of the Boards/Councils, County Engineers, etc.
- Anytime a WSAC staff member or contractor is away from their desk (for work or leave) and are unable or not checking email within 24 hours, they shall use an automatic out-of-office reply that provides the following information:
The period of time you are away from the office/desk, with a clear statement of when you will return to reply;

If there is an alternate manner you may be contacted – if possible;

If there is another WSAC contact to assist you in case of the need for immediate assistance while you are away with contact names and their email addresses and phone numbers of the persons they may contact during your absence;

If you are, or are not checking email, or infrequently checking, your email during your absence;

WSAC emails that are directed at external contacts shall contain a signature block including the following:

- Name
- Title
- Washington State Association of Counties
- WSAC Affiliate if applicable
- Mailing address
- Direct Office Phone Number
- Cellular Phone Number
- WSAC and/ where applicable Affiliate Web Address
- Disclaimer: Documents and correspondence are available under state law. This e-mail may be disclosable to a third-party requestor.

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

**Written Correspondence - Includes Letters and Memoranda**

**DOES NOT INCLUDE PUBLIC RECORDS REQUESTS**

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

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

- Information regarding their inquiries is complete and accurate.

- Communication in the form of a letter or memorandum shall be written in a professional and courteous manner.

- The written response to internal or external correspondence shall be clear, concise, and informative.
Letters and memoranda should be written in a professional format consistent with WSAC Stylus Guide.

Letter should include the following:

- Date
- Recipient’s complete name and address
- Salutation
- The response in the body of the letter
- The complimentary closing
- Typed signature
- Writer and typist (PB:vl) if applicable
- "enclosure" or "attachment" notation
- "copy - cc:" notation (if applicable)
- The final paragraph of the letter should include a person’s name and telephone number to call if additional information is needed or if the recipient has more questions.

Memoranda should include the following:

- Date,
- Recipient’s name
- Sender’s name
- Subject in the heading
- Response in the body of the memorandum.

Letters and memoranda should be proofread carefully, not only for spelling and punctuation, but also for consistency and accuracy.

Letters and Memoranda on letterhead.

Each letter and Memoranda should include a contact phone number and e-mail address, if appropriate.
IX  AFFILIATE FINANCIAL MONITORING POLICY

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

Purpose

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

- The Affiliate Board of Directors expects compliance with a general business code of conduct that includes:
  - Prohibiting the use of organization assets and resources for personal use;
  - Maintaining complete and accurate accounting records;
  - Complying with all applicable laws & regulations; and
  - Reporting concerns and code violations

- Each WSAC Affiliate should engage in a top down approach to internal controls with a hands on approach to oversight of the organization’s financial activities. Internal controls should be implemented and monitored on a regular basis to ensure they are being followed.
  - A budget should be developed, reviewed and adopted by the Affiliate’s Board of Directors and used as a tool to track the financial activity of the organization not less than quarterly.
  - Bank statements should be sent to a designated Board Member who is not responsible for bookkeeping and compared to actual financial activity.
  - The signor on the Affiliate’s bank account should not include the person in charge of bookkeeping.
  - Financial reports should be produced directly from an accounting system (i.e. not excel) on a quarterly basis and reviewed by the Affiliate Board or designated member of the Affiliate Board.

- Financial records maintained by the Affiliate should be monitored by the Affiliate’s Board of Directors to include:
  - All Deposits posted should include a full accounting of each deposit to include copies of checks being deposited as well as a receipt showing the amount deposited.
  - All payments made should include full accounting and documentation for the expense including an independent approval and signature of the payment.
  - All dues should be assessed and tracked on a timely basis and accounts receivable should be reviewed and followed up on a regular basis.
  - All payments of obligations should be processed on a timely basis.
- An independent review of the accounts of the Affiliate should be obtained at a minimum on a bi-annual basis.

- State & federal organizational status should be obtained and maintained by filing reports when due including the federal annual informational tax return and the Secretary of State Non-Profit annual filing.
Resolution # 2020-11

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

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

WHEREAS, The Washington State Association of Counties’ Board of Directors is charged with:

- Adopting and maintaining policies governing the general supervision over the affairs of the Association (WSAC Bylaw 3.1.a)
- Adopting and maintaining personnel policies for the Association staff (WSAC Bylaw 3.1.e)

WHEREAS, A complete review of the WSAC Comprehensive Policy Manual was completed with the oversight of the WSAC Executive Committee and these five WSAC Members who comprised the Comprehensive Policy Review Committee:

- Skagit County Commissioner Lisa Janicki
- Thurston County Commissioner John Hutchings
- Cowlitz County Commissioner Dennis Weber
- Lewis County Commissioner Bobby Jackson
- Spokane County Commissioner Mary Kuney

WHEREAS, WSAC Staff, Executive Committee, and Comprehensive Policy Review Committee Members recommend approval of the amendments (attached) to the WSAC Comprehensive Policy Manual;

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

NOW THEREFORE, BE IT RESOLVED that the Washington State Association of Counties' Board of Directors approves the amendments as proposed (attached) by the WSAC Staff, Executive Committee, and Comprehensive Policy Review Committee Members.

Approved by the Board of Directors of the Washington State Association of Counties on May 6, 2020.

______________________________  ______________________________
Robert Gelder, WSAC President  Jamie Stephens, WSAC Second Vice President
May 6, 2020

TO: WSAC Board of Directors

FROM: Eric Johnson, Executive Director

SUBJECT: Executive Director Report

All Things Covid-19
In February, WSAC staff began briefing LSC members on “Coronavirus”, including guest speakers and updates at both of our Thursday LSC meetings in Olympia and our Friday afternoon LSC webinars. We expanded the webinars to all WSAC members, every Friday, included guest speakers, and have increased and provided a steady flow of information related to COVID-19. Highlights of our work over the past two months include:

- Participating in Weekly Multi-Jurisdictional Calls
- Establishing https://wsac.org/coronavirus/
- Regular Communication, Social Media, Postings, Emails
- Created “DAILY COVID-19 NEWSLETTER”
- Weekly Webinars/Calls for WSAC Members and Affiliate Groups
  - County IT Directors
  - WSALPHO
  - County Administrators
  - County and Regional Planners
  - County Engineers/Public Works
  - Solid Waste Managers
  - Human Services
  - WSAC Members
- Participated in other regular Calls
  - MRSC/WCMA/WSAC
  - Housing and Homelessness
- Call with Governor’s Staff/State Agencies
  - Construction
  - Orders and Proclamations
  - Immunity Liability Waiver for COVID-19 Related Claims/Response
  - CARES Coronavirus Relief Fund – Counties Under 500K
  - Phased Re-Opening Plans
  - GMA/Land Use Orders
  - OMPA/PRA Orders
- Thinking through an 18 month pandemic response and recovery outline for counties
- Media calls and inquiries
- Participating and being a resource in-state, other state Associations, and National calls
- Responding to inquiries for information
- Federal advocacy
- State Agency coordination and communication
- WSAC Business Decisions
- Telecommuting initiated March 16th
- Preparing COVID-19 Policy for re-opening office/business practices
- Limiting access to WSAC/Washington Counties Building
- Meeting/Event cancellations
  - Criteria
  - Penalties
- Financial implications – planning, preparing
  - 2020 Budget Adjustment
  - 2021 Budget Implications
- Conference Cancellation

**Behavioral Health Committees**
WSAC staff is coordinating participation of two groups providing input, guidance and advice to the Health Care Authority regarding the State’s Behavioral Health Integration efforts. The first group is the “Behavioral Health System Coordination Committee” that is statutorily created to “address systemic issues”.

For this group, there will be one representative from each of the ten regional service areas. WSAC worked with the Association of County Human Services (ACHS) and the Behavioral Health Administrative Service Organizations to identify potential membership. The WSAC Executive Committee will forward our recommendations to the Health Care Authority (HCA).

The second committee emerged from a meeting that WSAC conducted on January 22nd with ACHS and WSAC Members. At this meeting, lead in part by Island County Commissioner Jill Johnson, a discussion around creating a forum to identify how to make behavioral health integration successful occurred. From this meeting Commissioner Johnson and Clallam County Commissioner Mark Ozias took the lead. The Commissioners and I, individually and collectively, reached out to HCA to ask for a focused County/HCA meeting on Behavioral Health Integration. HCA agreed, and has contracted with the Ruckelshaus Center to facilitate a series of meetings for counties and HCA.

**National Association of Counties (NACo)**
WSAC President Rob Gelder, WSAC 1st Vice President Michael Largent and other county elected and appointed officials attended the NACo Annual Legislative Conference, February 29- March 4, and took time to meet with members and staff of Washington State’s Congressional Delegation to review WSAC Federal Priorities and other issues important to Washington’s 39 Counties.

Western Interstate Region (WIR) – This year’s NACo WIR Conference is in Mariposa County, California has been canceled. There are still several NACo WIR meetings that will be held via web based platforms on Wednesday, May 13th.

NACo Annual Meeting – This year’s NACo Annual Conference and Exposition is set for July 17 – 20, 2020, Orange County, Florida. NACo has temporarily suspended registration and hotel reservations. Please check out the NACo website for more information: [https://www.naco.org/events/nacos-85th-annual-conference-exposition](https://www.naco.org/events/nacos-85th-annual-conference-exposition).

NACo Steering Committees – Currently, there are nearly 25 Washington State elected and appointed county officials serving on NACo Steering Committees and Caucus’. If you would like to join a NACo Steering Committee or Caucus, please contact me.
Steering Committees follow the 8/2 rule – only 8 members from the same state and 2 from the same county may serve on any one steering committee at a time – presidential appointments do not count toward that total.

WSAC will be distributing additional information to WSAC members regarding membership on NACo Steering Committees.

NACo Presidential Appointments – the Presidential Appointment Application will open soon. You should receive an email directly from NACo on this. This is for all chairs, vice chairs, subcommittee chairs and vice chairs. It also includes membership on standing committees (Membership, Programs & Services, IT, etc.), Caucuses (LUCC and RAC), ad hoc, task force and advisory committees (Veterans and Military Services, International Economic Development Task Force, Immigration Reform Task Force, Healthy Counties, Resilient Counties, Deferred Compensation, etc.). There will be an online form provided to complete.

Outreach
Since the February WSAC Board of Directors meeting, I have been active in communicating and meeting with key partner organizations and individuals.

Tax Structure Work Group
Board of Judicial Administration (Commissioner Hutsell and myself)
Washington State Department of Transportation (President Gelder and myself)
Washington Association of Prosecuting Attorneys
Washington Association of County Officials
Washington Forest Protection Association
Washington Economic Development Association
Washington County Administrative Association
Association of County/City Information Services
Washington Association of Clerks of the Boards/Councils
Association of County Human Services
Washington State Association of Local Public Health Officials
Timber Counties Caucus
Washington State Association of County Engineers
Washington Counties Risk Pool
Washington County Insurance Fund
Washington State Association of Solid Waste Managers
Washington State Association of County Auditors
Congressional Delegation Members
Mason County League of Women Voters
Complete Count Committee
Foundational Public Health Services Steering Committee
Department of Health
Department of Revenue
Department of Commerce
Department of Ecology
Employment Security Department
Association of Washington Business
Association of Washington Cities
Washington Public Ports Association
Washington Farm Forestry Association
Puget Sound Partnership
Executive Board
The WSAC Executive Board is scheduled to meet in August for its annual WSAC Executive Committee Planning Meeting. This process will be to review WSAC programs and develop a preliminary 2021 Annual WSAC Budget for presentation to the WSAC Board of Directors, September 17, 2020, in Yakima County.

Executive Committee Members continue to meet at least twice per month via conference call, and occasionally weekly. If you have items for them to discuss or consider, please let one of them know or give me a call.

Courthouse Briefings and County Meetings – Virtual or In Person
WSAC staff and officers will soon start our work with Clerks of the Boards/Councils to set up meetings between Board of County Commissioners/County Councils and WSAC officers. Our target is to get to 50% of the counties each year. WSAC is preparing to provide “virtual” courthouse briefings, if in person meetings are not permitted. The general meeting format for this year is:

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

WSAC Membership
As a result of health conditions, Asotin County Commissioner Jim Jeffords resigned effective April 2nd. Commissioner Jeffords was in his third term, was active in WSAC and represented counties on the Washington State Board of Health. I want to thank Commissioner Jeffords for his service and join me in thoughts and prayers for Jim.
May 6, 2020

TO: WSAC Board of Directors

FROM: Eric Johnson, Executive Director

PREPARED BY: Bridget Lockling, Business and Financial Services Director

SUBJECT: March 31, 2020 Finance Report

Cash
WSAC ended the first quarter of 2020 with a total cash position of $2,151,851. This is about $1.5 million higher than 2019 year-end. This is because most dues payments are received the first quarter. The Statement of Financial Position now reflects the addition of a Prepaid line item. Previously this was rolled into receivables but for additional transparency it has been separated.

Liabilities
1st quarter total liabilities are higher this time of year due to booking deferred revenue for annual dues billed in January and not “earned” until the year progresses. The Statement of Financial Position now reflects the Accounts Payable, Payroll Payable and Deferred Revenues line item. Previously this was all rolled into a Current Liabilities line. This more clearly shows the true nature of our liabilities. The greatest liability at the beginning of each year are as deferred revenues from dues that are earned but allocated quarterly.

Budget to Actual Activity
The combined All Funds Actual vs. Budget Summary 2020 report shows a negative ($40,733) bottom line. It is normal for the 1st quarter to show a negative due to heavier spending during session. The negative balance is was anticipated in the quarterly budget. Variances highlighted in the financial report include:

- Payroll and Benefits – The difference YTD is mainly due to a one-and-a-half-month vacancy of a position.
- Meetings & Travel - This item will be underspent this year as travel restrictions and social distancing have affected conferences and meeting attendance.
- Contract Services – The negative contract service revenue reflects primarily the Department of Transportation lower than budgeted activities. Two new contracts were just getting started the first quarter so costs should rise significantly in the second quarter.

2020 Dues
The 2020 dues billings were sent out the 1st week of January. We’ve already received general dues payments from over half of the counties.

Current tracking information is as follows:

Dues
General Dues – 97% collected (1 county remaining)
Transportation Dues – 97% collected (1 county remaining)
Public Lands Dues – 97% collected (1 county remaining)
Human Services Dues – 97% collected (1 county remaining)
Litigation & Communication Dues – 97% collected (1 county remaining)
Solid Waste Dues – 90% collected (4 counties remaining)

Special Assessments
- Coastal Counties Special Assessment – 86% collected (2 counties remaining)
- Marbled Murrelet Special Assessment – 90% collected (2 counties remaining)

L&I Audit
In July 2019, Labor & Industries conducted an audit of our payroll and employees to verify we were correctly paying our insurance premiums and reporting hours. They also reviewed all payments to vendors, contractors and members to test for exemption or eligibility as a covered worker. The auditor found 9 contractors did not meet eligibility as an independent contractor and requested back owed premiums for the hours worked. We sought legal advice as we did not agree with 8 of the 9 decisions. We had an Informal Hearing on December 19th with L&I and are still waiting to hear the final determination. The auditor notified us that they would be making additional contact with each contractor back in January. To date, we do not believe this work has been done.

Bi-Annual Audit
Preparation for the 2018-2019 Financial audit has begun. Financial reports, internal control documentation, banking, and many other documents are needed for review by the auditors. They will review the documents, request additional information, and generate a list of transaction documentation for review in July.
Key factors for changes in WSAC’s Assets and Equity between 2017 and 2020:

- Litigation Fund - a new fund based on the 2018 budget adopted by the members at the November 2017 General Board Member Meeting.
- Cash –Cash flow is higher in the beginning of the year and is reduced as it is used throughout the year on general expenses. Cash is lower than previous year end due to increased expenses and decreased revenues.
- Receivables & Other Current Assets - The receivables at the end of each quarter is related to quarterly billing of affiliates. There are also dues assessments from fall and winter projects as well as outstanding state contracts waiting for payment.
## Actual vs. Budget in Summary

### Current Ending Period and 3 Years Prior

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dues</td>
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<td>$391,018</td>
<td>$391,023</td>
<td>5</td>
<td>$1,513,027</td>
<td>$1,491,284</td>
<td>$1,268,294</td>
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<td>Business Partner Fees</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Special Assessments</td>
<td>35,000</td>
<td>8,750</td>
<td>8,750</td>
<td>-</td>
<td>107,000</td>
<td>35,000</td>
<td>216,750</td>
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<td>Affiliate Assessments</td>
<td>672,323</td>
<td>168,081</td>
<td>157,763</td>
<td>(10,318)</td>
<td>594,330</td>
<td>591,153</td>
<td>636,061</td>
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<td>Contract Services</td>
<td>833,961</td>
<td>208,490</td>
<td>64,641</td>
<td>(143,850)</td>
<td>404,951</td>
<td>625,293</td>
<td>600,567</td>
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<tr>
<td>Conferences and Events</td>
<td>159,000</td>
<td>-</td>
<td>1,050</td>
<td>1,050</td>
<td>204,731</td>
<td>136,438</td>
<td>228,431</td>
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<td>Other Miscellaneous Revenues</td>
<td>500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4</td>
<td>-</td>
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<td><strong>Total Revenue</strong></td>
<td>$3,264,856</td>
<td>$776,339</td>
<td>$623,227</td>
<td>(153,112)</td>
<td>$2,824,039</td>
<td>$2,879,172</td>
<td>$2,950,403</td>
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<tr>
<td><strong>Operating Expense</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll and Benefits</td>
<td>$1,856,101</td>
<td>$466,889</td>
<td>$448,328</td>
<td>$18,561</td>
<td>$1,799,807</td>
<td>$1,500,345</td>
<td>$1,568,421</td>
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<tr>
<td>Meetings, Travel and Hosting</td>
<td>156,200</td>
<td>33,225</td>
<td>21,354</td>
<td>11,871</td>
<td>174,529</td>
<td>140,191</td>
<td>168,577</td>
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<tr>
<td>Conferences and Events</td>
<td>164,150</td>
<td>-</td>
<td>119</td>
<td>(119)</td>
<td>190,090</td>
<td>140,191</td>
<td>168,577</td>
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<tr>
<td>Contract Services</td>
<td>809,400</td>
<td>203,100</td>
<td>101,413</td>
<td>101,688</td>
<td>442,959</td>
<td>737,132</td>
<td>639,420</td>
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<td>Professional Services Other</td>
<td>137,944</td>
<td>32,000</td>
<td>22,773</td>
<td>9,227</td>
<td>119,595</td>
<td>150,420</td>
<td>235,869</td>
</tr>
<tr>
<td>Technology and Telecom</td>
<td>44,309</td>
<td>11,146</td>
<td>12,993</td>
<td>(1,847)</td>
<td>47,442</td>
<td>46,865</td>
<td>44,477</td>
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<tr>
<td>General Operating</td>
<td>161,750</td>
<td>61,088</td>
<td>53,219</td>
<td>7,869</td>
<td>167,565</td>
<td>156,666</td>
<td>139,951</td>
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<tr>
<td><strong>Total Operating Expense</strong></td>
<td>$3,329,854</td>
<td>$807,448</td>
<td>$660,200</td>
<td>$147,248</td>
<td>$2,941,987</td>
<td>$2,881,513</td>
<td>$2,938,326</td>
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<tr>
<td><strong>Changes in Net Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dues as a % of Total Revenue</td>
<td>47.9%</td>
<td>62.7%</td>
<td></td>
<td></td>
<td>53.6%</td>
<td>51.8%</td>
<td>43.0%</td>
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<tr>
<td># of Permanent Staff</td>
<td>14</td>
<td>14</td>
<td></td>
<td></td>
<td>14</td>
<td>12</td>
<td>12</td>
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<tr>
<td>Payroll Exp as % of Total Exp</td>
<td>56%</td>
<td>68%</td>
<td></td>
<td></td>
<td>61%</td>
<td>52%</td>
<td>53%</td>
</tr>
<tr>
<td>Net Income as % of Revenue</td>
<td>-2%</td>
<td>-6%</td>
<td></td>
<td></td>
<td>-4%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

*This financial statement is produced directly from WSAC’s MIP Fund Accounting Software through DrillPoint Reports.*
### March 31, 2020 Financial Report

#### Current Ending Period and 3 Years Prior

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Business Partner Fees</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>650</td>
<td>650</td>
<td>-</td>
</tr>
<tr>
<td>Marketing and Royalties</td>
<td>154,500</td>
<td>40,500</td>
<td>38,579</td>
<td>(1,921)</td>
<td>198,413</td>
<td>194,096</td>
</tr>
<tr>
<td>Other Miscellaneous Revenues</td>
<td>500</td>
<td>125</td>
<td>-</td>
<td>(125)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>15,000</td>
<td>3,750</td>
<td>4,262</td>
<td>512</td>
<td>18,436</td>
<td>6,116</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>$170,000</td>
<td>$44,375</td>
<td>$42,841</td>
<td>$(1,534)</td>
<td>$217,499</td>
<td>$200,862</td>
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<tr>
<td><strong>Operating Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meetings, Travel and Hosting</td>
<td>55,000</td>
<td>27,500</td>
<td>24,732</td>
<td>2,769</td>
<td>40,824</td>
<td>54,302</td>
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<tr>
<td>Conferences and Events</td>
<td>25,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4,096</td>
<td>27,140</td>
</tr>
<tr>
<td>Professional Services Other</td>
<td>7,500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>19,406</td>
<td>7,500</td>
</tr>
<tr>
<td>Technology and Telecom</td>
<td>3,700</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>11,380</td>
<td>4,224</td>
</tr>
<tr>
<td>General Operating</td>
<td>8,650</td>
<td>2,375</td>
<td>1,723</td>
<td>652</td>
<td>17,784</td>
<td>9,404</td>
</tr>
<tr>
<td><strong>Total Operating Expense</strong></td>
<td>$99,850</td>
<td>$29,875</td>
<td>$26,454</td>
<td>$3,421</td>
<td>$93,490</td>
<td>$102,569</td>
</tr>
<tr>
<td><strong>Changes in Net Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$70,150</td>
<td>$14,500</td>
<td>$16,387</td>
<td>$1,887</td>
<td>$124,009</td>
<td>$98,293</td>
</tr>
</tbody>
</table>

| Dues as a % of Total Revenue | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| # of Permanent Staff | 14 | 14 | 14 | 14 | 12 | 12 |
| Payroll Exp as % of Total Exp | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| Net Income as % of Revenue | 41% | 38% | 57% | 49% | 44% |

*This financial statement is produced directly from WSAC’s MIP Fund Accounting Software through DrillPoint Reports.*
### Actual vs. Budget in Summary

#### Current Ending Period and 3 Years Prior

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</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dues</td>
<td>400,000$</td>
<td>100,000$</td>
<td>99,999$</td>
<td>(1)$</td>
<td>400,003$</td>
<td>399,997$</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>400,000$</td>
<td>100,000$</td>
<td>99,999$</td>
<td>(1)$</td>
<td>400,003$</td>
<td>399,997$</td>
<td>-</td>
</tr>
<tr>
<td><strong>Operating Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll and Benefits</td>
<td>120,939$</td>
<td>29,577$</td>
<td>29,732$</td>
<td>(156)$</td>
<td>81,065$</td>
<td>61,106$</td>
<td>-</td>
</tr>
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<td>Meetings, Travel and Hosting</td>
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<td>-</td>
<td>7,500</td>
<td>1,377</td>
<td>28,273</td>
<td>-</td>
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<tr>
<td>Conferences and Events</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>2,500</td>
<td>849</td>
<td>-</td>
</tr>
<tr>
<td>Contract Services</td>
<td>-</td>
<td>14,750</td>
<td>(14,750)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Professional Services Other</td>
<td>340,000</td>
<td>85,000</td>
<td>75,664</td>
<td>9,336</td>
<td>337,686</td>
<td>154,746</td>
<td>-</td>
</tr>
<tr>
<td>Technology and Telecom</td>
<td>1,968</td>
<td>492</td>
<td>-</td>
<td>492</td>
<td>315</td>
<td>2,397</td>
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</tr>
<tr>
<td>General Operating</td>
<td>500</td>
<td>125</td>
<td>125</td>
<td>-</td>
<td>311</td>
<td>3,821</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Operating Expense</strong></td>
<td>478,407$</td>
<td>122,694$</td>
<td>120,146$</td>
<td>2,548$</td>
<td>423,254$</td>
<td>251,192$</td>
<td>-</td>
</tr>
<tr>
<td><strong>Changes in Net Assets</strong></td>
<td>-78,407$</td>
<td>(22,694)$</td>
<td>(20,146)$</td>
<td>2,547$</td>
<td>(23,251)$</td>
<td>148,805$</td>
<td>-</td>
</tr>
</tbody>
</table>

- **Dues as a % of Total Revenue**: 100.0%
- **# of Permanent Staff**: 14
- **Payroll Exp as % of Total Exp**: 25%
- **Net Income as % of Revenue**: -20%

*This financial statement is produced directly from WSAC’s MIP Fund Accounting Software through DrillPoint Reports.*
Key factors for changes in WSAC’s income and expenses between 2017 and 2020:

- **2020 Actual** shows only one quarter of activity compared to a full year of activity for the prior years.
- Affiliate assessment revenues are based on actual expenses from the affiliates WSAC manages (recorded within Operating Expense) with a 12% overhead charge added.
- Payroll and Benefits – Payroll costs increased significantly from 2018 to 2019 due to filling of staff vacancies.
- Contract Services – fluctuations are due to less work done on the DOT projects but also from the loss of the DFW contract.
- Professional Services Other – Professional services increases in 2019 are mostly from the SLAC legal and communication expenses.
Total Cash & Investment Position - All Funds
For The Quarter Ended March 31, 2020

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Mar '18</th>
<th>Jun '18</th>
<th>Sept '18</th>
<th>Dec '18</th>
<th>Mar '19</th>
<th>Jun '19</th>
<th>Sep '19</th>
<th>Dec '19</th>
<th>Mar '20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>1,697,880</td>
<td>1,705,144</td>
<td>1,309,678</td>
<td>749,560</td>
<td>2,324,464</td>
<td>1,656,328</td>
<td>1,320,509</td>
<td>651,808</td>
<td>2,151,850</td>
</tr>
<tr>
<td>Undesignated</td>
<td>1,176,578</td>
<td>1,252,284</td>
<td>849,509</td>
<td>340,692</td>
<td>1,627,460</td>
<td>1,093,261</td>
<td>801,327</td>
<td>348,631</td>
<td>1,549,518</td>
</tr>
<tr>
<td>Litigation Fund</td>
<td>219,302</td>
<td>250,860</td>
<td>258,169</td>
<td>206,868</td>
<td>577,004</td>
<td>443,067</td>
<td>399,182</td>
<td>183,177</td>
<td>482,332</td>
</tr>
<tr>
<td>Board Designated</td>
<td>202,000</td>
<td>202,000</td>
<td>202,000</td>
<td>202,000</td>
<td>202,000</td>
<td>202,000</td>
<td>202,000</td>
<td>202,000</td>
<td>202,000</td>
</tr>
</tbody>
</table>

Special Fund: 432,338 (20%)
Litigation Fund: 482,332 (22%)
Board Designated: 120,000 (6%)
Operating Fund: 1,117,180 (52%)
National County Government Month

CMS staff completed a month-long digital media campaign during April’s National County Government Month (NCGM). The campaign started on April 1 and recognized Washington’s 39 counties and the essential services they provide to residents. WSAC’s social media platforms gained new followers and set record engagement levels. On Facebook, our posts collectively reached over 170,000 users, and our page gained over 400 new followers.

Communications

After the Legislature adjourned their regular session, CMS staff quickly transitioned towards enhancing WSAC’s digital presence to support advocacy and information sharing. The following resources were deployed in April:

- Zoom video conferencing and webinars to facilitate weekly meetings with affiliates.
  - Washington State Association of Local Public Health Officials
  - Washington State Association of Regional and County Planners
  - Association of County Human Services
  - Washington Association of County Solid Waste Managers
  - County IT/IS Directors
  - Washington County Administrators Association
  - Washington State Association of County Engineers
- Web resources to support information sharing
- Daily newsletter to streamline communications related to COVID-19
- Digital collateral for Legislative Listening Sessions
- Infographics to help keep residents and members informed

County Training Institute

In partnership with the Washington Counties Risk Pool (WCRP), staff has been engaged in researching new technology to assist in the management and facilitation of digital learning. After reviewing multiple platforms, the staff have selected a final platform and will begin development over the summer months. During this time, staff will also be recruiting members and county staff to join a workgroup that will be tasked with providing guidance on developing a core curriculum to earn and maintain the Certified Public Official (CPO) designation.

Conferences

Due to the impacts of COVID-19, CMS staff is assisting affiliates with the cancellation of their in-person meetings and events. This includes rebooking events for future years to avoid penalties and issuing refunds to attendees and exhibitors. In the month of April, CMS staff rebooked over 1,700 room nights for ten annual events. Now that events through August have been canceled or rebooked, staff will be supporting a number of organizations in developing virtual platforms and resources to aid in online learning.
• County Auditors Finance Conference (Canceled) – San Juan County – Rebooked for 2021
• County/City Information Systems (Canceled) – Spokane County – Rebooked for 2023
• County Administrative Association (Canceled) – Chelan County – No rebooking
• Local Public Health Officials Health Summit (Canceled) – Benton County – Will rebook for 2021
• WSAC Board of Directors/LSC Planning Meeting (Virtual) – Mason County – No rebooking
• County Auditors Annual (Virtual) – Pierce County – May 19-21 – No rebooking
• County Engineers Annual (Canceled - exploring virtual) – Chelan County – Rebooked for 2021
• County Solid Waste Managers (Canceled – exploring virtual) Chelan County – Rebooked for 2021
• Local Public Health Officials Annual (Canceled - exploring virtual) – Chelan County – Rebooked for 2022
• County Auditors Elections (Virtual) – Spokane County – June 23-26

Appointments to Statewide Boards & Commissions

The following appointments were made by the Governor:

Building Code Council – Al French, Spokane County Commissioner
State Advisory Council on Homelessness – Kristen Jewell, Kitsap County Housing and Homelessness Division Manager
May 6, 2020

TO: WSAC Board of Directors

FROM: Eric Johnson, Executive Director

PREPARED BY: Mellani McAleenan, Director, Government Relations

SUBJECT: Policy and Legislative Report

The legislature adjourned *sine die* around 8 pm, four hours short of their deadline, on Thursday, March 12, 2020. Appropriately, the last bill to pass before adjourning was the coronavirus response package.

Policy staff briefed the Legislative Steering Committee members by webinar on Friday afternoon; and on Monday, March 14th, WSAC made the decision to begin allowing, and later requiring, staff to work from home to meet the social distancing requirements suggested and later mandated by Governor Inslee in response to the eruption of the novel coronavirus.

**COVID-19 RESPONSE**

While maintaining their customary workload, focus for policy staff rapidly moved toward supporting counties in their work in responding to the pandemic, beginning with devoting the first half of the legislative wrap-up webinar to providing a COVID-19 situational update to commissioners/councilmembers.

Webinars with have continued on a weekly basis since then, expanded to include regular calls/webinars with affiliates and other county staff, like WSALPHO, county administrators, WACSWM, WSACRPD, ACHS, WSACE, and IT directors. Policy staff also participated in regular NACo-related calls, webinars with housing and homeless groups, and many others.

During this time of conflicting, confusing, and often short notice information, WSAC policy staff adopted a primary goal of maintaining a timely exchange of information - between peers as well as acting as an intermediary between WSAC members and the governor’s office, county departments and state agencies, and instituting weekly calls with executive branch staff, and facilitating a couple of weekend calls with Governor Inslee and Secretary of Health Weisman.

After counties became more accustomed to operating in a “new normal” environment and fewer questions needed addressed on each webinar, WSAC began hosting guest speakers on the calls. Speakers included Commerce Director Lisa Brown, Employment Security Director Suzi Levine, Vice Admiral Bono of the Emergency Operations Center, and others.

Policy staff also expanded their focus to include legislators and legislative staff as well as beginning discussions on the development of a COVID-19 legislative package. WSAC hosted eight 90-minute listening sessions, divided into 5-county regions, to facilitate communication between county leaders and legislators and legislative staff. Attendance fluctuated between 40 to 100 participants on each call, including multiple legislators with some – like House Local Government Committee Chair Gerry Pollet and Senate Ways & Means Chair Christine Rolfes – participating in multiple calls.
This session brought more than its share of unique challenges, beginning with a new speaker of the house for the first time in twenty years as well as the potential to expel a legislator due to allegations of domestic terrorism, and ending with the arrival of the novel coronavirus and necessary responses.

For the counties, there were some bright spots this session. And, there were some missed opportunities and disappointments, as well. Yet again, with all of the new revenue raised by increased taxes last year, an extra billion spent in the operating budget this year, and $3 billion left in reserves, relatively little will find its way to local government.

In the last days allowed for bill action, Governor Inslee vetoed a number of bills and budget items in an effort to reduce overall spending in light of the impact the COVID-19 pandemic is having on the economy. The vetoes will save $235 million in the short term and $445 million over the next four years. Unfortunately, not all of the gains WSAC made this session made it past the chopping block.

WSAC PRIORITIES

WSAC entered the 2020 legislative session with four major priorities, which were met with marginal success.

- **Counties support legislation and funding that will help remove fish barriers with a regional and watershed approach in mind.**
  - The final capital budget includes a proviso directing the Brian Abbott Fish Barrier Removal Board to develop a comprehensive statewide culvert remediation plan that works in conjunction with the state approach to fully satisfy the fish barrier removal injunction mandate.

- **For equal access to justice, the Legislature must fund the full cost of trial court public defense services.**
  - After years of efforts in the form of studies, budget requests, and a variety of bills, the State once again failed to provide additional funding to counties for trial court public defense services. Counties continue to pay for 96% of the obligation at a cost of more than $156 million annually.

- **Counties oppose any changes that will increase county costs without funding attached.**
  - **EHB 1390** provides a retirement benefit increase to certain retirees of the public employees’ retirement system plan 1 and the teachers' retirement system plan 1.
  - **ESHB 2421** is a commitment from the state to pay its **pro rata** share of all elections starting in 2021.

- **Involuntary Treatment Act court funding must be separate and distinct from other healthcare funding and must not cut into existing non-Medicaid behavioral health crisis funding.**
  - While there was extensive discussion at the beginning of session regarding the development of a budget proviso, unfortunately, the State did not include a separate account for ITA court costs nor did it include money for a study of the ITA court system.
Fiscal Impact

**VETOED ESHB 2919** corrects a problem unintentionally created by legislation passed last year, when the state created a graduated state real estate excise tax (“REET”). REET is assessed on the selling price of property, is typically paid by the seller of the property, and collected by the counties on behalf of the state. County treasurers retain 1.3 percent of the REET collected by the county, along with a treasurer’s fee of $5, to defray the costs of collection. What this means is that, as a result of last year’s bill, counties with lower property values, especially rural counties, ended up collecting less than they used to, while certain urban areas with higher property values collected much more, despite the amount of work remaining unchanged. HB 2919 fixes this problem by allowing counties with populations of less than 400,000 to keep 1.48 percent of the REET collected instead of 1.3 percent. WSAC worked hard last year to flag this problem with the initial legislation and gave strong support to the fix in HB 2919 this year. The bill also authorizes 25% of the REET fees collected in King County (e.g., the only county with a population greater than two million) to be used for certain housing programs.

**EHB 1390** provides a retirement benefit increase to certain retirees of the public employees' retirement system plan 1 and the teachers’ retirement system plan 1. WSAC strongly supports retirees and would like to provide an increase to all of them, but has concerns about this bill and opposed it based on fiscal prudence: these retirement plans are closed; there are no new employees paying into them, and the number of current employees paying in necessarily gets smaller each year. Soon, the plans will have only recipients of benefits with no additional contributions. WSAC worries about keeping these accounts solvent and also strives to ensure that it treats all employees fairly, not wishing to prefer any group over any other simply because of the plan they are in. The bill did pass, and the state did fund its share of the increased costs in the state budget, but offered no help to local governments, which can expect to absorb almost $100 million in additional costs over the next ten years.

**HB 2230** removes the expiration of the property tax exemption for property owned by a federally recognized Indian tribe that is used for economic development purposes and expands the property that could be eligible. It requires the tribes to negotiate with cities and counties for payments in lieu of the taxes and will cause property tax shifts onto other taxpayers.

**ESHB 2588** requires the state auditor to report unauditable special purpose districts (SPD) to the county(ies) within which the SPD is located and requires counties to withhold funding from unauditable SPDs. It allows the county legislative authority to dissolve an unauditable SPD and impose a separate regular property tax levy or special assessment if it assumes responsibility for providing the services.

**FUNDING TO DEPT OF COMMERCE VETOED E2SHB 2405** allows both the Department of Commerce and counties to voluntarily establish Commercial Property Assessed Clean Energy and Resiliency (C-PACER) programs. The program allows private entities (capital providers) to provide financing to property owners for use on qualified building improvements, such as those intended to decrease energy or water consumption or increase resilience, such as flood mitigation and seismic retrofits. Liens run with the land and take precedence over all other encumbrances except state, local, and SPD property taxes. The liens survive property tax foreclosure.

**SHB 2803** authorizes the governor to enter into compacts with Indian tribes addressing state retail sales and business and occupation (B&O) taxes imposed on transactions between non-tribal member businesses and non-tribal customers conducted on tribally owned land. This compact will memorialize the legal settlement between the Tulalip tribe, state, and Snohomish County. County taxes are not affected.

**Elections**

**ESHB 2421** is a commitment from the state to pay its pro rata share of all elections starting in 2021. This is a great bill for the counties, correcting an outdated system which has the state reimburse counties only for odd-year elections, even though there are multiple elections in every year. Last year, the counties had a big victory
in getting the state to agree to pay for prepaid postage for ballots. Under this new bill, instead of postage being a stand-alone expense, it becomes just one of the election costs for which the state will reimburse counties starting next year. WSAC worked this bill (and the Senate version) very hard to get the language right and ensure that “all election expenses” means just that: all, paid in full. There is language in the bill that WSAC flagged because it tries to skirt unfunded mandate protections (it purports to include all “retrospective” and “prospective” expenses within its language), but, in the end, the language used matters less than the funding, and WSAC will be there next year to ensure that the Legislature keeps its promise and funds all elections going forwards, starting with the 2021-23 budget. For now, this is a big win, especially for a short Session!

**FUNDING TO WSIPP/EVERGREEN STATE COLLEGE VETOED**

**ESB 6313** relates to engaging young voters, especially those in the state’s four-year universities. The bill did not directly affect the counties, but WSAC worked with the Secretary of State and the auditors to ensure that definitions, duties, and funding levels were correct. The bill:

- Allows a person to vote in a primary election if they are 17 years old and will be 18 by the general election.
- Requires the Department of Licensing to provide an automated process for 16 and 17 year olds to sign up to register to vote when receiving or renewing enhanced driver's license or identicard or changing the address on an existing enhanced driver's license or identicard.
- Requires each public university to open a nonpartisan student engagement hub which allows students to download exact copies of their ballot, allows voters to register in person, and provides ballots and voter registration materials. Each university must contract with the county auditor for the operation of student engagement hubs.
- Requires the Office of the Superintendent of Public Instruction, in collaboration with the Association of County Auditors and a 501(c)(3) nonprofit engaged in voter outreach and increasing participation, to identify and make available civics materials for high school courses.

WSAC expects any additional county costs to be included in the election expenses provided in HB 2421, and will work next year to ensure these costs are included in the relevant budgets.

**Other election bills** that would have affected the counties were also introduced but did not pass. WSAC tracked and testified on all of them, including a bill that would have moved all elections to even-numbered years, creating logistical and legal problems for some local governments (the bill did not pass).

**Labor**

**SHB 2409** relates to penalties under the corksers’ compensation system, which affects the counties as an employer. WSAC strongly supports worker safety, remedial measures, and compensation for injuries. This bill, however, relates not to injuries, but instead focuses on administrative violations: paperwork, filings, and licensing. As it was introduced, the penalty for these administrative violations would have been draconian, raised by over three times current law levels with mechanisms to raise them even more over time. WSAC worked with other local government and private employer groups to scale this language back so that penalties are increased, but at a reasonable level and with an opportunity for an employer to explain circumstances and make corrections before penalties are assessed. The bill also requires claims administrators—including those employed or contracted by a county—to be licensed and regulated by the Department of Labor and Industries. The intent of this licensing requirement is to ensure that fewer administrative mistakes are made overall. Counties should take steps to make sure their claims administrators are in compliance with this new law.

**2SHB 1888** exempts month and year of birth, photographs, and payroll deduction information of government employees held in personnel files from public disclosure except that the media may have access to full dates of birth and photographs. The governmental entity must provide notice when such a request has been made.
Water

Several bills were introduced this session that were focused on addressing issues that were highlighted in a December 2019 article, *Wall Street Spends Millions to Buy Up Washington State Water*, regarding downstream, out-of-basin transfers of water rights and speculative investment in water marketing. While no legislation was enacted, the budget did include an instructive proviso for the Department of Ecology to lead a stakeholder effort focused on the state’s water trust program, water banking and water transfers. The department is to report its findings, summary of discussions and any recommendations on policy improvements by December 1, 2020.

The one water-related bill that did make it through the process this session is **ESHB 1622**. Known as the Ecology’s drought preparedness bill, this act provides new and additional authority to Ecology regarding early drought preparation activities. Currently, the department needs a formal drought declaration from the Governor’s office in order to take most actions. The bill also includes grant authorization for Ecology to award funds to public agencies (including counties) for efforts to reduce current or future hardship caused by water unavailability stemming from drought conditions. Qualifying projects must show substantial benefit and may be funded up to 50%.

Land Use/Planning

**VETOED** Funding is provided in the supplemental operating budget to the Department of Commerce ($350,000) for a work group process to review and make recommendations for legislation to update the Growth Management Act (GMA) in light of the recently published report from the Ruckelshaus Center – *A Roadmap to Washington’s Future*.

**ESHB 2342** deals with the requirement for GMA-planning jurisdiction’s comprehensive plan updates. The bill realigns Kitsap County’s update cycle with other Puget Sound Area Counties. The due date for every county’s next required update is pushed back one year to take advantage of the improved data for developing population allocations that will be provided up this year’s federal census. Required Shorelines Management Act (SMA) updates are realigned with the new update cycle for comprehensive plans.

**SHB 2673** modifies the local categorical State Environmental Policy Act (SEPA) exemption for infill development in Urban Growth Areas (UGA) to allow government action to exempt development that occurs when current density and intensity of use is roughly equal to or lower than what is called for in the comprehensive plan. The authority is permissive and the action by local legislative bodies to expand the categorical exemption criteria is optional.

**ESSB 5522** adds another type of annexation process to the current process allowed by statute. This bill authorizes code cities and counties to negotiate an interlocal agreement outlining the boundaries and terms of an annexation. Each legislative body is required to conduct a public hearing on the interlocal, either jointly or separately. After the hearing, and if the interlocal is approved, the annexation can then move forward through ordinance without a risk of citizen referendum.

**ESHB 6574** changes some aspects of the makeup and function of the Growth Management Hearings Board (GMHB). Under the bill, the GMHB is reduced in size from seven members to five. Three of the members must be attorneys and two must be former city or county elected officials. Instead of three member tribunals hearing cases, all five members will participate in each case moving forward.

Environment

A couple of new provisos related to environmental concerns were included in the supplemental operating budget that may impact county planning work in the future. Ecology was provided $2.339 million to conducting rulemaking for when and how permitting authorities must consider climate risks, vulnerability, and greenhouse
gas emissions in environmental assessment for major projects with significant impacts. Finally, $266,000 was appropriated to the Department of Fish and Wildlife (WDFW) to contract with the Washington Academy of Sciences to create a report that assess how to incorporate a net ecological gain standard into state land use, development, and environmental laws. Counties are called out as a participating stakeholder in each of the provisos.

**Natural Resources**

**E2SHB 2528** provides that if any revenues accrue to the state as a result of the state’s participation in a regional multisector market-based carbon marketing system, other than revenues from state trust lands, the scope of permissible uses of those revenues is expanded to include promoting and investing in industry sectors as sequesterers of carbon. It includes a stated policy of the state to support the complete forest products sector. Finally, the bill mandates that any state carbon programs must support the policies stated in the act and must recognize the forest product industry’s contribution to the state’s climate response.

**Solid Waste**

**VETOED** County solid waste programs received a significant boost in funding this year. The supplemental operating budget included a $7 million increase in funding for the Local Solid Waste Financial Assistance program (LSWFA). LSWFA is a grant program managed by Ecology that provides revenues to county programs for implementation of local comprehensive solid waste management plans. This amount represents a 70% increase over previous funding.

**PARTIAL VETO ESHB 2713** requires state and local governments to consider compost products in projects and to use them when feasible. The pilot program that would reimburse farmers who purchase compost from solid waste recycling facilities was vetoed.

**VETOED ESHB 2722** creates a new requirement for plastic beverage containers sold in Washington State. Beginning January 1, 2022, manufacturers and distributors of certain plastic beverage containers are required to meet a minimum recycled content percentage. Exempt from the new requirements are refillable beverage containers, rigid plastics, medical devices, prescription bottles and bladders and pouches that contain wine. The minimum recycled content requirements for plastic beverage containers are 10% by January 1, 2022, 25% by January 1, 2025 and 50% by January 1, 2030.

**ESSB 5323** is the long-anticipated state-wide prohibition of single-use plastic carry-out bags and paper or reusable film plastic carry-out bags that don’t meet recycled content requirements beginning January 1, 2021. Stores who provide qualifying paper and film plastic carry-out bags must charge 8 cents per bag until December 31, 2025 and then 12 cents per bag thereafter. Retailers are instructed to keep the revenue and the bag fee is a taxable sale. Retailers are also prohibited from providing the bags for free or otherwise reimbursing customers. Certain exemptions apply, including bags for bulk items, frozen foods, meats, fish, flowers, potted plants, prepared foods, bakery goods, prescription drugs, newspaper bags, mailing pouches, and sealed envelopes. All local ordinances are exempted except the portions that charge 10 cents per bag until January 1, 2026. The bill is estimated to increase county revenue by more than $500,000 per year statewide.

**PUBLIC HEALTH – JAIME BODDEN**

**Budget and Funding**

While public health has been the focus in the news leading the coronavirus outbreak, it is important to remember that public health works beyond just outbreaks. Several critical public health functions and issues were funded in this Supplemental Budget, furthering supporting long term health outcomes that keep Washingtonians healthy and safe.
**Foundational Public Health Services.** Rebuilding our public health system is critical to protecting our communities. The legislature fulfilled our backfill request, ensuring our 2019 budget appropriation was made whole. An additional $3 million of general fund state is provided beginning in fiscal year 2020. This funding will continue to fill critical gaps in governmental public health infrastructure and capacity in communicable disease control, environmental public health, and administration.

**VETOED Group B Water Systems.** $492,000 in General Fund State, one-time funding is provided to continue local programs that regulate 13,400 systems across the state. Local programs can offer more flexibility in approving and regulating Group B systems, enriching economic opportunity in rural Washington. While initially not in the Governor, House or Senate supplemental, we are pleased that it was included in the final budget.

**Preventing Suicide.** Suicide is a growing public health issue in our state. Data clearly shows that many populations are experiencing higher rates of suicide including youth, agriculture, and veterans. $2 million is provided for the implementation of ESHB 2411, which requires advanced training for mental health professions as well as additional funding to implement prevention strategies recommended by the State Suicide Prevention Taskforce, including a pilot program aimed at the agriculture industry.

**Adverse Childhood Experiences.** $200,000 is provided to implement the passage of SSB 6191. Adverse Childhood Experiences (ACEs) are a collection of life experience that are associated with poor health and economic outcomes. SB 6191 requires the Health Care Authority to incorporate questions related to adverse childhood experiences into the Washington Health Youth Survey from the substance abuse and prevention block grant.

**VETOED Post-partum Coverage.** Healthy moms and babies are a cornerstone of public health. By increasing Medicaid coverage from 60 days to one-year (E2SSB 6128), new mothers have improved access to medical care. Access to care is an important part of improving healthy birth outcomes for baby as well as reducing maternal mortality rates. $142,000 is provided to enhance administrative support.

**COVID-19 Response.** On March 6th the President signed an emergency supplemental package – providing $8.3 billion to address COVID-19. This includes support to increase testing capacity, vaccine development, and $950 million specific for local and state public health response activities. Within the next 30 days, we expect to get the first funding disbursement to Washington State, approximately $11 million. This funding will allow local health jurisdictions to cover costs incurred since the first coronavirus case in the United States on January 20, 2020.

In the final hour of sine die on March 12, state lawmakers increased funding from $100 million to $200 million. This funding is critical in maintaining public health response efforts in slowing the spread of COVID-19 in our state.

Through the bi-partisan and unanimous passage of EHB 2965, a total of $175 million will be directed from the budget stabilization account for public health response and healthcare surge with the remaining $25 million will be transferred into the newly created COVID-19 unemployment account to help businesses and workers disrupted by the pandemic.

**Other Legislation**

**Environmental hazards and toxins.** There were several bills this session that worked to address chemicals and hazardous materials in drinking water, wastewater, and solid waste facilities. While most died this session, ESHB 2265 – restricting perfluorooalkyl (PFAS) chemicals in firefighting foam passed. PFAS is an emerging public health issue with the State Board of Health working on rulemaking to set drinking safety limits and the federal Environmental Protection Act (EPA) updating guidance and recommendations.

**Food safety and scope creep.** There were several bills this session that fell under public health’s authority to maintain food safety and diminished the purpose of food safety regulations. While many of these bills had an intentional equity or health improvement lens, SHB 2777, SSB 6455, and HB 2651 all had potential to create
unfunded mandates, reduce food safety regulations, and increase risk of food borne illness. WSALPHO worked to address these concerns with proponents and sponsors and by the end of session, none of these bills passed.

PUBLIC SAFETY AND HUMAN SERVICES – JULIANA ROE

Affordable Housing and Homelessness

In the 2020 supplemental budget, the State invested a significant amount of money for affordable housing and homelessness. The State is providing a total of $160 million in the operating budget for housing and homelessness related programs. Specifically, $60 million is provided for grants to local governments to create homeless shelter capacity. $55 million is provided for the construction, maintenance, and preservation of affordable housing. Ongoing funding of $45 million is provided for the Housing and Essential Needs program. And, $45 million is provided for permanent supportive housing grants. Other dollars are going toward reducing homelessness and housing instability, including diversion services and reducing grant penalties for supplied shelter.

In the capital budget, the State provides $7.8 million for projects that enhance shelter capacity around the state; $5 million for a new competitive grant program for the development of community housing and cottage communities to shelter individuals or households experiencing homelessness; and $1 million for the rapid response manufactured housing community preservation pilot program for the purpose of preserving manufactured and mobile home communities.

**SB 6229** is a bill that provides some relief in terms of time and resources to counties. Currently, counties must apply to the Washington State Quality Award (WSQA) program for a determination of quality management, accountability, and performance related to housing dollars. The program was ultimately not helpful, costly, time-consuming, and duplicative as the Department of Commerce conducts many of the same assessments for counties.

**VETOED EHB 2797** is the trailer bill to **SHB 1406** that passed last year authorizing local governments to impose a local sales tax, credited against the state sales tax for affordable or supportive housing. This bill extends a variety of deadlines and clarifies provisions for cities and counties implementing the tax. It also authorizes cities and counties to use up to 6% of the revenues for administrative costs, a great win for local government.

**HB 1590** is another housing bill that allows for a county legislative authority to impose a sales and use tax for affordable housing by councilmanic action. This is a tool for which many counties were fighting.

**Other Housing Related Tax Bills** - Mellani McAleenan

**SHB 2384** creates a property tax exemption for nonprofit organizations providing rental housing or mobile home park spaces to qualifying households. The Department of Revenue estimates a loss of county revenue ranging from $114,000 in fiscal year 2022 up to $226,000 in fiscal year 2025 (as far out as fiscal notes estimate) and a tax shift of $3.340 million in calendar year 2022 up to $3.840 million in calendar year 2025.

**HB 2512** was promoted by the Washington Association of County Treasurers and Washington Association of County Officials. It provides that mobile and manufactured homes on which the title has not been eliminated are subject to distraint no sooner than three years after the date personal property taxes become delinquent. It requires the county treasurer to waive outstanding interest and penalties on delinquent taxes due from the title owner on a mobile or manufactured home subject to distraint if the owner meets certain requirements and income thresholds. The bill will result in an indeterminate revenue loss to counties.

**VETOED SHB 2634** exempts the sale of property used for rental housing for low income households from the state real estate excise tax. The bill will have a small impact on the Public Works Assistance Account and City County Assistance Account, which receive funding from the state REET.
PARTIAL VETO **SHB 2950** extends the multifamily property tax exemption (MFTE) until December 31, 2021 for those properties for which it is set to expire before that date and directs the Department of Commerce to convene a work group to study and make recommendations on the MFTE. The workgroup is to include a WSAC representative. The workgroup was vetoed.

**SB 6212** allows funds from the affordable housing property tax levy to be used for affordable home ownership, owner-occupied home repair, and foreclosure prevention programs for low-income households. The applicability is increased from very low income (less than 50% of the county’s median income) to low income (less than 80%, with adjustments for household size) households.

**Veterans**

Of the Veterans bills WSAC tracked, the Vet Levy Bill, **HB 1829**, did not pass. Ultimately, it passed out of the House, but failed in the Senate Ways & Means Committee.

**Behavioral Health**

As counties fully integrated, they were assured they would receive reserve dollars to offset some of the costs associated with integration. At the beginning of session, the Health Care Authority (HCA) informed last three regions – Great Rivers, Salish, and Thurston-Mason – that the HCA ran out of reserves, so they would not be getting those dollars. Therefore, the state is appropriating the $2.5 million to those three regions in the operating budget.

Furthermore, the State is allocating $4 million of ongoing funding for those not covered by Medicaid for things like crisis services and (Involuntary Treatment Act) ITA court costs. This allocation goes solely to the behavioral health administrative service organizations (BHASOs) and is not split with the managed care organizations (MCOs). Additionally, beginning in 2021, the split of non-Medicaid dollars will change to 80% BHASOs and 20% MCOs. This increases the amount of money going to things like crisis services and ITA court costs for which counties are responsible.

Unfortunately, the State did not include a separate account for ITA court costs nor did it include money for a study of the ITA court system.

The State is also making a big change related to the Criminal Justice Treatment Account (CJTA). For many years now, the State has swept $4.5 million annually out of the CJTA. In this budget, the State stops the sweep of those funds and returns them to the account, with the requirement that the funding be used for cities or counties to set up new therapeutic courts or for expanded services in current therapeutic courts, including medication assisted treatment in jails. Since the CJTA’s inception, this money has been county-only money. Therefore, while the additional funds are greatly appreciated, they will be spread very thin when adding cities into the mix.

**Public Safety**

After years of efforts in the form of studies, budget requests, and a variety of bills, the State once again failed to provide additional funding to counties for trial court public defense services. Counties continue to pay for 96% of the obligation at a cost of more than $156 million annually.

**2SHB 2277**, which prohibits the use of solitary confinement in juvenile facilities and institutions, passed with $8.4 million in funding for the 2021-23 biennium. It is unclear whether this funding would be provided to county, in addition to state, facilities.

**VETOED 2SHB 2793** is a bill that requires the Administrative Office of the Courts to develop a process by which criminal convictions are reviewed to determine whether the convictions should be scheduled for administrative
hearings for vacating the conviction. It also creates a one-year pilot program, starting July 1, 2021, in one county for the purpose of automated review of criminal convictions and notice to sentencing courts. This resulted in a great compromise as the original bill was set to require automatic vacations of potentially millions of cases—something that would have cost counties a significant amount of money.

**SHB 2567** is the bill that prohibits civil arrests in or within a mile radius of state court facilities in certain circumstances. It requires court security personnel to search out, collect, and report information on state and federal law enforcement, even plain-clothed officers, in or around court facilities. This is incredibly problematic as 50% of county court facilities do not have court security. No funding was provided to implement this bill.

**SHB 1293** finally passed after several years of effort. This is the Discover Pass bill that allows ALL counties to retain 25% of the penalty money received from Discover pass infractions, rather than transferring all of the penalty money to the state. Counties will see revenue increases of $90,000 statewide in Fiscal Year 2021.

**TRANSPORTATION AND PUBLIC WORKS – JANE WALL**

**Transportation Budget**

The compromise transportation budget sets out to fill a roughly $450 million budget deficit as a result of the passage of Initiative 976 (I-976). Passed in November 2019, I-976 rolls back state and local motor vehicle license fees to $30 per year. The loss of revenue to the state is estimated to be $450 million for the 2019-2021 biennium, and upwards of $2 billion over the course of the next decade. Local governments are also estimated to lose close to $2 billion over this same period.

The final budget addresses the deficit much the way earlier proposed House and Senate budgets did, through one-time revenue transfers, budget cuts, and assumptions of under expenditures. The final budget un-pauses all transportation projects that had been halted in December as a part of Governor Inslee’s proposed budget. This action also allowed the transportation budget to experience some savings.

**County Road Administration Board**

Notably, the County Road Administration Board’s (CRAB) Rural Arterial Program (RAP) sees a $3.1 million cut, based on legislative assumptions of “anticipated underruns” in the program. This cut is intended to be short-term, one-time, and is not intended to “eliminate or substantially delay” capital projects. How this will ultimately affect the RAP program will be left to CRAB to assess.

**Other transportation programs**

Other transportation programs counties rely on also see reductions to their budgets. The Transportation Improvement Board receives roughly $4 million less for its Complete Streets Program and $4 million less to its Transportation Improvement Account. The Freight Mobility Strategic Investment Board also experiences budget reductions of roughly $6.7 million.

For a full analysis of the budget visit the [Washington Leap site](#) to access agency summaries, the budget bill, and agency detail reports.

**Joint Transportation Committee Studies**

$235,000 is appropriated to the Joint Transportation Committee (JTC) to study rail safety governance best practices, and recommendations for the implementation of these best practices.

$250,000 is appropriated to the JTC to conduct a study on the feasibility of a private auto ferry between Washington State and British Columbia.
Surface Transportation Program federal fund swap

Unfortunately, again, the final transportation budget did not include a Surface Transportation federal fund swap program that WSACE has been advocating for since before 2015. As we move into the interim WSACE will reevaluate our strategy to determine how best to move forward with this request.

Fish Barrier Removal

The final capital budget includes a proviso directing the Brian Abbott Fish Barrier Removal Board to develop a comprehensive statewide culvert remediation plan that works in conjunction with the state approach to fully satisfy the fish barrier removal injunction mandate. The comprehensive plan must be consistent with the principles and requirements of the injunction and must achieve coordinated investment strategy goals of permanent injunction compliance. The Fish Barrier Removal board shall work and consult with tribes to develop this watershed approach.

This proviso is a big win for local governments who have been advocating for a watershed, statewide approach to the culvert issue. While no funding is associated with the proviso, our hope is this direction will help lay the groundwork for a more comprehensive approach to addressing fish blocking culverts.

Other Legislation

Very few of the bills reported on throughout the session made it over the finish line. In fact, none of the bills WSAC and/or WSACE had concerns with passed this session. However, there are a few bills that are worth noting:

**ESHB 2676** concerns the regulation of the testing of autonomous vehicles (AVs). The bill, as passed, requires that entities testing AVs hold liability insurance and requires them to work closely with WSDOT in the testing process. This bill comes out of recommendations from the Transportation Commission’s Autonomous Vehicle workgroup of which WSACE’s Eric Pierson (Chelan) and Todd O’Brien (Adams) are members.

**HB 2850/SB 6519** concerned the protection of archaeological and cultural sites by state and local governments and all recipients of state funding. These bills would have required any “groundbreaking” public work that involved state funding to first be reviewed by the Department of Archaeology and Historic Preservation and any interested federally recognized tribe to determine whether the project would have a potential impact on archaeological and cultural sites. We had a lot of questions and concerns surrounding the feasibility of these bills. Both bills died, but we have been told that the Governor is considering issuing an executive order during the interim related to this issue. We are in close conversations with his staff on these efforts and will work to ensure county voices are at the table.

**ESB 5457** requires prime contractors to name subcontractors for the work of structural steel installation and rebar installation on public works construction projects expected to cost over $1 million, within 48 hours after the published bid submittal time. WSAC had significant concerns with the bill in its original form, however, as amended we are neutral. This bill is on its way to the Governor’s desk.