

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse Ritzville, Washington Regular Meeting

February 19, 2019

(Tuesday due to Presidents' Day on Monday)

Call to Order @ 8:30 a.m.

Present:

Chairman John N. Marshall
Vice-Chairman Roger L. Hartwig
Commissioner Terrance J. Thompson

[9:29:50 AM](#)

E-911

Angie Fode, E-911 Coordinator reviewed a quote and purchase addendum from Spillman Technologies, Inc., Salt Lake City, Utah, in the amount of \$73,546.18, including sales tax. The quote includes: Windows Server from Solutions II; Unix to Windows server migration; one (1) year of application monitoring and ten (10) hours of support from Solutions II; and, project management and installation.

Fode requested and received by **consensus authorization to proceed with the purchase of the Spillman upgrade in the amount of \$73,546.18**. The purchase is a 2019 budgeted expense.

[9:48:37 AM](#)

[10:03:52 AM](#)

Public Works

Public Works Director O'Brien reported on the following activities:

- Maintenance – snow is being plowed in all three districts with every operational grader utilized
- Solid Waste – hauling was slowed last week due to icy roads
- O&M – the heating unit replacement at the Public Works building is complete.

Engineering

Engineer Yaeger presented for review an Interlocal Agreement for Road Maintenance between Adams County and Grant County for maintenance

and improvements to county roads lying on the boundary between the two counties. The agreement identifies the roads each county will be responsible for.

Additionally, Yaeger provided an update on the McManamon Bridge #400-3 project, noting concrete approach slabs are being poured which will require a ten (10) day cure.

Deal Road Widening/Surfacing & Deal #1 (CRP-189)

Commissioner Hartwig moved, Thompson seconded, to *authorize the Chairman to sign the Washington State Department of Transportation Local Agency Federal Aid Project Prospectus for Deal Road Widening/Surfacing & Deal #1; and, Local Agency Agreement between Adams County and Washington State Department of Transportation for Deal Road Widening/Surfacing & Deal #1.* **Motion carried.**

Adams County Fairgrounds

The discussion with Othello Fair President Anthony Dailey on February 13, 2019, during regular session, was reviewed. Options moving forward were discussed with Public Works staff.

[11:03:01 AM](#)

[11:13:05 AM](#)

Central Services

Central Services Director Boness reported quotes have been received on the video conferencing system for the courts. Prosecutor Flyckt requested a cost proposal breakdown to include all three courtrooms be prepared by Boness for review.

[11:21:28 AM](#)

[11:29:23 AM](#)

Prosecutor

Prosecutor Flyckt reported the Victim Witness Coordinator position in his office will become vacant as of March 1, 2019. Flyckt requested the Victim Witness Coordinator position remain vacant and requested the creation of a Victim Witness Coordinator/Administrative Assistant position be created and placed on the Adams County Exempt Employee Salary Schedule. Flyckt noted a potential need for a budget amendment in his department with the new position being granted, noting state grant funds will be utilized for compensation.

Board consensus authorized Prosecutor Flyckt to advertise for the position of Victim Witness Coordinator/Administrative Assistant, with

compensation set at EE1 of the Adams County Exempt Employee Salary Schedule, with an effective date of March 1, 2019.

[11:55:17 AM](#)

Recess @ 12:00

Reconvene @ 1:00 p.m.

[1:30:20 PM](#)

Human Resources

Building and Planning Staffing

Human Resources Manager Perez presented the job description of Building and Planning Assistant Director/Building Inspector for review. Commissioner Hartwig moved, Thompson seconded, to *approve the creation of the position of Assistant Director / Building Official / Fire Marshal; and, establishing the compensation of M5 on the Adams County Management Level Salary Schedule.* **Motion carried.** A resolution adopting the creation and classification of the position is scheduled for Monday, February 25, 2019.

The Board by **consensus authorized Building and Planning Director Wiltse to advertise the position of Assistant Building and Planning Director/Building Inspector.**

Corrections Staffing

Perez reviewed the position of Corrections Sergeant in the Sheriff's Department, noting documents have been prepared for adoption.

Auditor Staffing

Perez reviewed the position of Accounts Payable Deputy Auditor, noting documents have been prepared for adoption.

District Court Staffing

Perez reported on being approached by Judge Hille, District Court Position No. 1, requesting the status of the reclassification of an employee in her department. The Board noted that authorization for reclassification has not been approved, noting job descriptions for court administrator positions have not been presented to the Board. Perez was directed to conduct further research into the matter.

Prosecutor Staffing

Perez was directed to prepare a resolution adopting the creation and classification of the Victim Witness Coordinator/Administrative Assistant

position in the Prosecutor's office for presentation Monday, February 25, 2019.

[1:57:12 PM](#)

Executive Session

An executive session was called at 2:50 p.m., to last thirty (30) minutes, under RCW 42.30.110(1)(i) – "...to discuss with legal counsel representing the agency litigation or potential litigation...". Session ended at 3:16 p.m. Prosecutor Flyckt was present.

Executive Session

An executive session was called at 3:20 p.m. to last ten (10) minutes, under RCW 42.30.140(4)(b) – "that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional labor negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress". Session ended at 3:30 p.m. Prosecutor Flyckt was present.

LEOFF Board

The Board concurred with the City of Othello's appointment of Genna Dorow, Othello, to the Adams County LEOFF Disability Board to complete the unexpired term of Corey Everett, effective February, 2019 through January, 2020.

[4:02:06 PM](#)

Interlocal Agreement for Road Maintenance

Commissioner Hartwig moved, Thompson seconded, to *approve the Interlocal Agreement for Road Maintenance between Adams County, Washington and Grant County, Washington to provide for all future maintenance of and improvement to the county roads lying on the boundary between the two counties.* **Motion carried.**

Corrections

Commissioner Thompson moved, Hartwig seconded, to *approve Resolution No. R-008-2019 In the Matter of Modifying the Jail / Dispatch Salary Structure.* **Motion carried.**

Commissioner Hartwig moved, Thompson seconded, to *approve Resolution No. R-009-2019 In the Matter of Creating Adams County Position No. 1220 – Corrections Sergeant; Adopting the Job*

Description; and, Establishing the Compensation Level. Motion carried.

Auditor Staffing

Commissioner Thompson moved, Hartwig seconded, to *approve Resolution No. R-010-2019 In the Matter of Modifying the Classification of Position No. 203 – Accounts Payable Deputy Auditor.* Motion carried.

Consent Agenda

Commissioner Hartwig moved, Thompson seconded, to *approve the Consent Agenda.* Motion carried.

Preliminary minutes of February 11 and 13, 2019

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

<u>Fund</u>	<u>Control Number</u>	<u>Amount</u>
001	420 – 456	\$ 31,745.96
103	457 – 459	\$ 648.09
116	460	\$ 1,200.00
130	461	\$ 2,778.52
131	462	\$ 1,749.10
166	463 – 470	\$ 1,955.72
502	471 – 472	\$ 13,044.47
108	223 – 224	\$ 117.58
115	225 – 236	\$ 3,825.12
401	237 – 240	\$ 9,654.91
501	241 – 244	\$ 3,076.91
590	245 – 267	\$ 32,967.47
	TOTAL	\$102,763.85

[4:05:08 PM](#)

Permanent Minutes Signed

February 4 and 6, 2019

Correspondence Received

Gary A. Hunt, G. Andrew Hunt and Associates, LLC re: Extension of Current Agreement

Adjournment @ 4:30 p.m.

Submitted:
s/Patricia J. Phillips, CMC
Clerk of the Board

Edited and Approved:

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/John N. Marshall, Chairman
s/Roger L. Hartwig, Vice-Chairman
s/Terrance J. Thompson, Commissioner

RESOLUTION NO. R-008-2019

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

IN THE MATTER OF MODIFYING THE JAIL / DISPATCH SALARY STRUCTURE

WHEREAS, the Jail / Dispatch Salary Structure is currently comprised of two (2) salary ranges, one of which is no longer being utilized; and

WHEREAS, the duties performed by a new supervisory position created in the Adams County Jail (Corrections Sergeant) warrant compensation greater than what is represented by said ranges;

THEREFORE BE IT HEREBY RESOLVED that the 2019 Jail / Dispatch Salary Structure be modified to contain a salary range for a Corrections Sergeant; and

BE IT FURTHER RESOLVED that step one (1) of the Corrections Sergeant salary range will be based on a two and one half percent (2.5%) increase to step ten (10) of the Corrections / Dispatch / Evidence salary range of the Jail / Dispatch Salary Structure; and

BE IT FURTHER RESOLVED that Range 8 is hereby titled Corrections / Dispatch / Evidence; and

BE IT FURTHER RESOLVED that Range 7 of this structure is eliminated for lack of use.

DATED this 19th day of February, 2019.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/John N. Marshall, Chairman
s/Roger L. Hartwig, Vice Chairman
s/Terrance J. Thompson, Commissioner

ATTEST:
s/Patricia J. Phillips, CMC
Clerk of the Board

RESOLUTION NO. R-009-2019

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

**IN THE MATTER OF CREATING ADAMS COUNTY POSITION NO. 1220 –
CORRECTIONS SERGEANT; ADOPTING THE JOB DESCRIPTION; AND,
ESTABLISHING THE COMPENSATION LEVEL**

WHEREAS, Adams County Sheriff's Office has presented a need for a position that performs corrections work and has supervisory authority within the Adams County Jail; and,

WHEREAS, there was concurrence that there was sufficient need to justify the creation of the position;

THEREFORE BE IT HEREBY RESOLVED that Position No. 1220 – Corrections Sergeant is hereby created; and,

BE IT FURTHER RESOLVED that the attached job description is adopted; and,

BE IT FURTHER RESOLVED that the compensation level for said position is set at the Corrections Sergeant salary range of the Adams County Jail / Dispatch Salary Structure.

DATED this 19th day of February, 2019.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/John N. Marshall, Chairman
s/Roger L. Hartwig, Vice Chairman
s/Terrance J. Thompson, Commissioner

ATTEST:
s/Patricia J. Phillips, CMC
Clerk of the Board

RESOLUTION NO. R-010-2019

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

**IN THE MATTER OF MODIFYING THE CLASSIFICATION OF POSITION NO. 203 –
ACCOUNTS PAYABLE DEPUTY AUDITOR**

WHEREAS, a review was performed of the duties and responsibilities of Position No. 203 –Accounts Payable Deputy Auditor; and

WHEREAS, it was found that other positions within the County perform similar duties and responsibilities; and

WHEREAS, there was a discrepancy between the classification of these positions,

THEREFORE BE IT HEREBY RESOLVED that Position No. 203 – Accounts Payable Deputy Auditor is reclassified as follows:

Classification from: Range 6 Courthouse Association Salary Structure
Classification to: Range 8 Courthouse Association Salary Structure

AND BE IT FURTHER RESOLVED that the attached job description is adopted; and

BE IT FURTHER RESOLVED that the reclassification is effective March 1, 2019.

DATED this 19th day of February, 2019.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/John N. Marshall, Chairman
s/Roger L. Hartwig, Vice Chairman
s/Terrance J. Thompson, Commissioner

ATTEST:
s/Patricia J. Phillips, CMC
Clerk of the Board