

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

February 25, 2019
(Monday)

Call to Order @ 8:30 a.m.

Present:

Vice-Chairman Roger L. Hartwig
Commissioner Terrance J. Thompson

Absent:

Chairman John N. Marshall

Agenda Deletion:

Approval of Preliminary minutes of February 19, 2019

[9:31:06 AM](#)

Office of Columbia River Funding

Lobbyist Scott Cave reviewed an Office of Columbia River coalition letter requesting support for full funding of the Office of Columbia River's 2019-2021 Capital Budget request of \$40 million to support water supply projects in Eastern Washington. Many of these projects are in progress and have, or soon will, secure matching federal and local funds.

The Board by **consensus authorized Vice-Chairman Hartwig to sign the coalition letter in the absence of Chairman Marshall to support the OCR's Capital Budget request of \$40 million.**

[9:51:45 AM](#)

[10:08:42 AM](#)

Public Works

Public Works Director reported on maintenance activities in all three districts, noting drifting snow continues to be an issue.

McManamon Bridge #400-3

Engineer Yaeger provided an update on the McManamon Bridge project noting an issue with unconsolidated concrete. The unconsolidated concrete will need to be chipped away and re-poured.

Adams County Fairgrounds

Public Works Director O'Brien reviewed 2017 and 2018 revenues (reservation fees; damage deposits; and, rental fees for commercial building only) and expenditures (returned damage deposits; utilities). Rental revenues included the commercial building only. The cost of garbage removal from rental activities continues to be an issue. O'Brien will prepare an analysis of expenses to propose a modified rental rate moving forward.

Public Works Staffing

Public Works Director O'Brien reported that the maintenance department will begin working four, ten hour days in April, noting the office staff follows the same schedule. Currently, the office staff work Fridays, on a rotating basis, in order for the Public Works front desk to remain open to the public.

O'Brien requested the Board allow the Public Works Department front office to close on Fridays during the period staff is working four, ten hour days, noting a minimal impact to the public. Additionally, the Sheriff's Office has a telephone tree for emergency situations.

The Board by **consensus authorized, on a trial basis, the closure of the Public Works office on Fridays once the fleet division in maintenance begins working four, ten hour days.** Should there be complaints from the public, the decision will be reconsidered.

Fairgrounds

Public Works Director O'Brien reported on an abandoned RV at the fairgrounds. The RV is broke down and cannot be towed due to the amount of snow in the area. Water and power has been shut off and it is locked inside the fairgrounds facility. Once the weather permits, the RV will be towed.

Solid Waste

Public Works Director O'Brien reported the tractor involved in the rollover incident on White Pass in July, 2018 was determined to be totaled with a replacement price negotiated. O'Brien requested and received **consensus authorization to move forward with replacing the tractor in an amount not to exceed \$75,000**, currently in the budget. O'Brien requested and received **consensus authorization to purchase a multi terrain loader for the Bruce Transfer Station.** This equipment

was budgeted in the 2018 budget, not purchased, and rolled over into the 2019 budget.

Improvements to the Bruce Transfer Station planned for this year were discussed.

[11:07:53 AM](#)

Recess @ 12:00

Reconvene @ 1:00 p.m.

[1:32:17 PM](#)

Courtroom Video Conferencing Systems

Staff met to meet to discuss video conferencing systems for Adams County courtrooms. Present were: Judge Benzel; Judge Hille; Sheriff Wagner; Jail Administrator Nick Williams; Central Services Director Boness; Computer Systems Analyst Kennedy; and, Prosecutor Flyckt.

A system that allows the defendant to appear before a judge through video conferencing is allowable for preliminary hearings; first appearances; and bail probable cause determinations. Any kind of a substantive hearing that will involve testimony, arguments, and so forth, defendants will be physically in the courtroom.

Central Services Director Boness was directed to research prices to install video conferencing in all three courtrooms, and if needed, the jail facility.

[2:02:43 PM](#)

[2:34:59 PM](#)

Resolution No. R-012-2019

Commissioner Hartwig moved, Thompson seconded, to *approve Resolution No. R-012-2019 In the Matter of Transferring Funds from Current Expense Employment Liability Fund #001D to Current Expense Fund #001*. Motion carried.

Building and Planning Staffing

Commissioner Thompson moved, Hartwig seconded, to *approve Resolution No. R-013-2019 In the Matter of Creating Adams County Position No. 306 – Assistant Director / Building Official / Fire Marshal; Adopting the Job Description; and, Establishing the Compensation Level*. Motion carried.

Prosecutor Staffing

Commissioner Thompson moved, Hartwig seconded, to *approve Resolution No. R-014-2019 In the Matter of Creating Adams County Position No. 1009 – Victim Witness Coordinator/Administrative Assistant; Adopting Job Description; and, Establishing the Classification Level.* **Motion carried.**

Adams County Mosquito Control District

Commissioner Thompson moved, Hartwig seconded, to *re-appoint Dale Wyman, Othello, to the Adams County Mosquito Control Board for a two (2) year term effective 4/1/2019 through 3/31/2021.* **Motion carried.**

Commissioner Thompson moved, Hartwig seconded, to *re-appoint John Marshall, Ritzville, to the Adams County Mosquito Control Board for a two (2) year term effective 4/1/2019 through 3/31/2021.* **Motion carried.**

Consent Agenda

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

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	508 – 544	\$ 77,009.77
104	545 – 569	\$ 15,584.21
116	570	\$ 5.33
117	571	\$ 15.05
122	572 – 577	\$ 6,301.91
123	578 – 579	\$ 15,078.20
502	580 – 583	\$ 28,898.07
108	268	\$ 2,290.00
115	269 – 272	\$117,475.92
401	273 – 275	\$ 19,249.20
501	276 – 277	\$ 813.19
590	278 – 294	\$ 26,719.27
	TOTAL	\$309,440.12

Approval of **Resolution No. R-011-2019 In the Matter of Transferring Funds from Current Expense Fund #001 to Adams County Fair Fund #108**

[2:40:04 PM](#)

Permanent Minutes Signed

February 11 and 13, 2019

Adjournment @ 2:50 p.m.

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

Edited and Approved:

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON

-absent-

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

RESOLUTION NO. R-011-2019

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM CURRENT EXPENSE FUND
#001 TO ADAMS COUNTY FAIR FUND #108**

WHEREAS, funds were allocated in Current Expense Fund #001 for support of Adams County Fair Fund #108; and

THEREFORE BE IT HEREBY RESOLVED that Fifty thousand and no/100's dollars (\$50,000.00) be transferred from Current Expense Fund #001/099 BARS 597.75.00.01 to Adams County Fair Fund #108 BARS 397.75.00.00.

DATED this 25th day of February, 2019.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON

-absent-

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-012-2019

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM CURRENT EXPENSE
EMPLOYMENT LIABILITY FUND #001D TO CURRENT EXPENSE FUND #001**

WHEREAS, a reserve fund for Current Expense for the purpose of offsetting certain unanticipated employee costs such as vacation leave balance payments, sick leave pay off, and reimbursable unemployment funds was created by Resolution R-47-2010;

WHEREAS, a county employee was elected to the position of Adams County Treasurer on November 6, 2018, with an annual leave balance earned while an employee in the Treasurer's office to be paid;

WHEREAS, this annual leave balance was paid through payroll and reflected as a current expense expenditure of the Adams County Treasurer budget;

THEREFORE, BE IT HEREBY RESOLVED that the leave balance paid by the Current Expense Operating fund be reimbursed by the Current Expense Employment Liability Fund #001D for the amount of Three Thousand One Hundred Seven dollars and 06/100 dollars (\$3,107.06) be transferred from Current Expense Employment Liability fund #001D to Current Expense Fund 001 Bars 397.00.00.00.

The expenditure transfer breakdown shall be as follows:

0014.000.597.22.10.02 Annual leave payout – Treasurer's Office – K. Meise \$3,107.06

DATED this 25th day of February, 2019.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON

-absent-

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-013-2019

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

**IN THE MATTER OF CREATING ADAMS COUNTY POSITION NO. 306 – ASSISTANT
DIRECTOR / BUILDING OFFICIAL / FIRE MARSHAL; ADOPTING THE JOB
DESCRIPTION; AND, ESTABLISHING THE COMPENSATION LEVEL**

WHEREAS, Adams County Building and Planning Director has presented a need for a position that manages and administers the Building Division in accordance with state and local building code; and,

WHEREAS, Adams County is in need of an individual to fulfill the duties of fire marshal; and,

WHEREAS, it seems financially prudent to create one position to meet the needs described above;

THEREFORE BE IT HEREBY RESOLVED that Position No. 306 – Assistant Director / Building Official / Fire Marshal is hereby created effective February 19, 2019; 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 M5 of the Adams County Management Level Salary Structure.

DATED this 25th day of February, 2019.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON

-absent-

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-014-2019

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

**IN THE MATTER OF CREATING ADAMS COUNTY POSITION NO. 1009 – VICTIM
WITNESS COORDINATOR/ADMINISTRATIVE ASSISTANT; ADOPTING JOB
DESCRIPTION; AND, ESTABLISHING THE CLASSIFICATION LEVEL**

WHEREAS, a review of staffing within the Office of the Adams County Prosecuting Attorney has been conducted; and,

WHEREAS, it has been determined that office operation would benefit from the creation of a position that manages the Victim Witness Unit in Adams County and performs confidential, management-related secretarial and legal tasks associated with the overall administration of the office;

THEREFORE BE IT HEREBY RESOLVED that Position No. 1009 – Victim Witness Coordinator/Administrative Assistant is hereby created effective March 1, 2019; 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 Range EE1 of the Adams County Exempt Employee Salary Structure; and,

BE IT FURTHER RESOLVED that this position will be partially funded by grant monies received from the State of Washington Office of Crime Victims Advocacy, Community Services Division to support Victim/Witness Assistance program activities; and,

BE IT FURTHER RESOLVED that continuance of this position is dependent on availability of State grant funding.

DATED this 25th of February, 2019.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON

-absent-

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