

## COMMISSIONERS' PROCEEDINGS

### Regular Meeting Adams County Courthouse Ritzville, Washington

April 3, 2019  
(Wednesday)

**Call to Order @ 9:00 a.m.**

**Present:**

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

[9:29:46 AM](#)

**Assessor**

Assessor Brewer reviewed the duties assigned to the Personal Property Appraiser in her office and requested consideration for reclassification of the position. No action was taken pending further review by the Board.

Additionally present was Human Resource Manager Perez.

[9:50:05 AM](#)

**Courtroom Video System**

Central Services Director Boness reported on the bid process for the video conferencing equipment for Adams County courtrooms. The Board concurred that Director Boness has completed the bid process and requested Boness present the findings on Monday, April 8, 2019.

**Prosecutor**

Prosecutor Flyckt reviewed various county related matters.

[12:01:05 AM](#)

**District Court**

Pursuant to Resolution No. R-021-2019, the position of District Court Administrator in Adams County District Court was created. Judge Hille and Judge Benzel have employees in that position effective April 1, 2019 and have conveyed to the Board a request, based on the experience of the employees they have chosen for the position of District Court Administrator in their respective courts, to set the compensation at Range 15, Step 3 of the Adams County Courthouse Association Salary Schedule.

Commissioner Hartwig moved, Thompson seconded, to *authorize Jadine Grams, Court Administrator, District Court Position No. 1; and, Jessica Melo, Court Administrator, District Court Position No. 2; be placed at Range 15, Step 3, of the Adams County Courthouse Association Salary Schedule.* **Motion carried.**

**Seized Property Litigation Reserve**

Commissioner Thompson moved, Hartwig seconded, to *approve Resolution No. R-024-2019 In the Matter of Establishing Fund #130A Seized Property Litigation Reserve.* **Motion carried.** Fifty percent (50%) of all funds derived from the forfeiture process shall be deposited by the Adams County Treasurer in such reserve fund on a quarterly basis until such fund reaches a balance of one hundred thousand dollars (\$100,000).

[12:03:43 PM](#)

**Adjournment @ 12:15 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-024-2019**

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

**IN THE MATTER OF ESTABLISHING FUND #130A SEIZED PROPERTY  
LITIGATION RESERVE**

**WHEREAS**, the Adams County Sheriff, on occasion conducts drug related investigations which may result in the civil seizure of real and personal property as well as currency; and  
**WHEREAS**, upon completion of the forfeiture process the Adams County Sheriff notifies the Adams County Treasurer of funds which have been forfeited to the agency or are the product of

sales of property which has been sold by the agency. The Adams County Treasurer properly disburses funds to the State of Washington pursuant to RCW 69.50.505 and places retained funds in appropriate designated county accounts; and;

**WHEREAS**, the seizure and forfeiture process can result in significant expense to the County, including without limitation prosecution services, clean-up costs, accounting, and law enforcement overtime; and

**WHEREAS**, RCW 69.50.505 also provides a means by which claimants and respondents may contest the seizure/forfeiture of funds and property, and in the event such a claim is adjudicated by a court of competent jurisdiction as improper, such claimant/respondent may be entitled to an award of attorney fees and costs; and

**WHEREAS**, the County wishes to establish a reserve fund in which a portion of funds derived from the forfeiture process will constitute a litigation and operation reserve. Fifty percent (50%) of all funds derived from the forfeiture process shall be deposited by the Adams County Treasurer in such reserve fund on a quarterly basis until such fund reaches a balance of One hundred thousand dollars (\$100,000); and

**THEREFORE, BE IT HEREBY RESOLVED** that fund 130A Forfeited Property Litigation and Operation Reserve be established, and all funds set aside therein shall be reserved to compensate for expenses as set forth above, and as approached by the Adams County Board of Commissioners.

**BE IT FURTHER RESOLVED** that the Adams County Treasurer shall make appropriate deposits as set forth in the text of this resolution.

**DATED** this 3rd day of April, 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 Phillips, CMC  
Clerk of the Board