

## COMMISSIONERS' PROCEEDINGS

Adams County Courthouse  
Ritzville, Washington  
Regular Meeting

December 23, 2019  
(Monday)

Call to Order @ 8:30 a.m.

Present:

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

Collective Bargaining

The Board held a session closed to the public pursuant to 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,...". Session began at 9:00 a.m. and ended at 9:56 a.m. Prosecutor Flyckt and Human Resource Manager Perez were present.

[10:00:12 AM](#)

Public Works

Public Works Director O'Brien provided updates on road maintenance; personnel; and, solid waste.

Equipment

The Public Works Department requested and received Board **consensus authorization for the purchase of a tire machine and balancer in the amount of \$17,280, including sales tax, for the Othello maintenance shop.** The purchase will be expensed with funds remaining in the 2019 Public Works budget.

McKinney/Thacker Road Safety Project

Commissioner Hartwig moved, Thompson seconded, to *approve Pay Estimate #3, and Final, in the amount of \$589,152.59 to Central Washington Asphalt, Inc., Moses Lake, Washington, for work completed November 1, 2019 through December 4, 2019 on the McKinney/Thacker Road Safety Project (CRP-187).* **Motion carried.**

### **Engineering**

Engineer Yaeger provided updates on the county bridge prototype project; Atkinson Road project; repairs to the Benge-Washtucna Road damaged during a Union Pacific derailment earlier this year; and, the Bench Road/Highway 24 Roundabout project. Additionally, Yaeger noted county bridge inspections were completed in November of this year.

[10:31:19 AM](#)

**Recess @ 11:55 a.m.**

**Reconvene @ 1:00 p.m.**

### **Sheriff's Department Personnel**

The Board provided **consensus approval for the salary of the Undersheriff, Position #1201, be increased to ninety four percent (94%) of the Sheriff salary, as set forth by the Adams County Citizens' Commission on Salaries for Elected Officials, effective January 1, 2020.**

[1:06:18 PM](#)

### **Closing Documents Authorization – Property Purchase**

Commissioner Hartwig moved, Thompson seconded, to *authorize Commissioner Roger Hartwig to execute the real estate sales contract for Adams County to purchase properties located at 445 and 449 Cedar Boulevard, Othello, should documents be presented in the absence of a full Board.* **Motion carried.**

### **Voluntary Stewardship Program**

Commissioner Thompson moved, Hartwig seconded, to *approve the Intergovernmental Cooperation Agreement between Adams County and Grant County Conservation District to assume the duties of the contract between the Washington State Conversation Commission and Adams County as they relate to the administration of the VSP program.* **Motion carried.**

### **Board of Equalization**

Commissioner Thompson moved, Hartwig seconded, to *re-appoint Dale Wyman, Othello, to the Board of Equalization for a three (3) year term effective January 1, 2020 through December 31, 2022.* **Motion carried.**

### **Resolution No. R-061-2019**

Commissioner Thompson moved, Hartwig seconded, to *approve Resolution No. R-061-2019 In the Matter of Transferring Funds from Criminal Justice Sales Tax Fund #105A to Current Expense Fund #001.* **Motion carried.**

### **Adams County Sheriff's Employees' Association**

Commissioner Hartwig moved, Thompson seconded, to *approve the Collective Bargaining Agreement between Adams County and the Adams County Sheriff's Deputies Association effective January 1, 2020 through December 31, 2023.* **Motion carried.**

### **Resolution No. R-062-2019**

Commissioner Thompson moved, Hartwig seconded, to *approve Resolution No. R-062-2019 In the Matter of Transferring Funds from Drug Enforcement Fund #130 to Current Expense Fund #001.* **Motion carried.**

### **Amend 2019 Budget**

Commissioner Hartwig moved, Thompson seconded, to *approve Resolution No. R-063-2019 In the Matter of Amending the 2019 Adams County Budget.* **Motion carried.**

### **2020 Adams County Budget**

Commissioner Thompson moved, Hartwig seconded, to *approve Resolution No. R-064-2019 In the Matter of Adopting the 2020 Adams County Budget.* **Motion carried.**

Commissioner Hartwig noted amendments may be necessary in the 2020 budget due to ongoing union negotiations, noting revenues were higher this year with salaries increased. Chairman Marshall is pleased with the budget as a whole and is pleased with the results of negotiations. Commissioner Thompson recognized the time and effort put forth by Commissioner Hartwig in preparing the budget.

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### **Board Reorganization**

Commissioner Thompson moved, Hartwig seconded, to confirm Roger L. Hartwig to serve as 2020 Chairman; and, Terrance J. Thompson to serve as 2020 Vice-Chairman. **Motion carried.**

### **Board Assignments**

Based on the Boards' review of special assignments for 2020, Commissioner Thompson moved, Hartwig seconded, to *confirm the following County related commissioner meeting/group assignments:*

**Hartwig:** Martin Hall, Columbia River Policy Advisory Group, GWMA, Solid Waste Advisory Committee, Columbia Basin Development League, Emergency Food and Shelter Board, JTPA-PIC (SkillSource),

Emergency Services, Aging and Adult Care Alternate, Eastern Washington Council of Governments Alternate, Legislative Alternate

**Marshall:** QuadCo RTPO, Courthouse O&M, Adams County Development Council, Legislative Steering Committee, Eastern Washington Council of Governments, Spokane Regional Support Network, P.A.I.D. Alternate, Martin Hall Alternate

**Thompson:** LEOFF, Aging and Adult Care, P.A.I.D., Legislative Alternate. **Motion carried.**

Vice-Chairman Hartwig expressed appreciation to Chairman Marshall in his term as Chairman; his committee work and his leadership, noting it has been an honor and a privilege to work with the Board. Commissioner Marshall expressed the same sentiment. Chairman Marshall stated how fortunate he has been to work with Commissioner Hartwig, noting his knowledge on various topics and the budget has been invaluable. Additionally, Chairman Marshall thanked Commissioner Thompson for his continuing efforts on the Board

### **Consent Agenda**

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

Preliminary minutes of December 16 and 18, 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	4600 – 4649	\$ 58,835.12
001E	4650 – 4652	\$ 2,537.02
103	4653 – 4655	\$ 1,249.82
103A	4656	\$ 3,243.00
105A	4657	\$ 592.42
109	4658	\$ 791.74
116	4659	\$ 34.51
130	4660 – 4661	\$ 83.82
131	4662 – 4663	\$ 1,800.27
166	4664	\$ 346.54
502	4665 – 4667	\$ 1,517.82
108	2081 – 2082	\$ 78.60
115	2083 – 2095	\$130,329.33

401	2096 – 2100	\$ 23,823.38
501	2101 – 2104	\$ 3,853.95
590	2105 – 2123	\$247,358.48
	TOTAL	\$476,475.82

Declare Sheriff's Office item to be disposed of: Inventory #10487 – oven (convection/electric), Serial #050508XF109S

[1:40:01 PM](#)

**Permanent Minutes Signed**

December 9 and 11, 2019

**Adjournment @ 1:45 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-061-2019**

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM CRIMINAL JUSTICE SALES  
TAX FUND #105A TO CURRENT EXPENSE FUND #001**

**WHEREAS**, on November 6, 2018, the Adams County voters approve a three-tenths of one percent (.03%) sales tax measure for the purpose of enhancing and improving criminal justice and law enforcement functions within Adams County; and

**WHEREAS**, the three-tenths of one percent (.03%) sales tax increase began April 1, 2019, with Adams County receiving the revenues resulting from the increase in June, 2019; and

**WHEREAS**, the Adams County Board of Commissioners recognized a need to implement enhancement and improvements to criminal justice programs within Adams County in January, 2019; and

**WHEREAS**, positions were approved by the Board as enhancements and improvements to criminal justice programs in Adams County with the following stipulation: Wages shall be

tracked with eleven (11) months (January, 2019 through November, 2019) of wages paid reimbursed in December, 2019; and, one (1) month (December) of wages reimbursed in January, 2020. The reimbursement shall be paid from Criminal Justice Sales Tax Fund #105A for 2019; and, in 2020 shall be paid from Criminal Justice Fund #105 as the three-tenths of one percent (.03%) sales tax dollars will be received monthly.

**THEREFORE BE IT HEREBY RESOLVED** the first eleven (11) months of payroll for the following positions be transferred from Criminal Justice Sales Tax Fund #105A to Current Expense Fund #001:

105A.000.598.23.00.01 Adult Probation Salary (one position) -\$57,868.55  
105A.000.597.23.00.02 Corrections Officer Position Salary/Corrections Sergeant Salary/  
Evidence Technician-Records Clerk Salary -\$125,716.20  
105A.000.597.23.00.03 Deputy Salary (two positions) -\$72,435.20

**DATED** this 23<sup>rd</sup> day of December, 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-062-2019**

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM DRUG ENFORCEMENT FUND  
#130 TO CURRENT EXPENSE FUND #001**

**WHEREAS**, the Adams County Sheriff conducted numerous drug investigations in 2018 and 2019 in which several deputies incurred overtime, resulting in the Police Operations budget exceeding its total approved budget, requiring a budget amendment; and

**WHEREAS**, overtime salaries were paid from the Current Expense budget with documentation of staff; case numbers; and, the number of overtime hours provided by the Adams County Sheriff's Office; and

**WHEREAS**, Drug Enforcement Fund #130 has funds available to support the cost of drug enforcement and drug enforcement programs in Adams County.

**THEREFORE BE IT HEREBY RESOLVED** the cost of overtime salaries for drug investigations in 2018 and 2019 shall be reimbursed from Drug Enforcement Fund #130 to Current Expense Fund #001 in the amount of Thirty one thousand four dollars and thirty four cents (\$31,004.34).

DATED this 23<sup>rd</sup> day of December, 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-063-2019**

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

**IN THE MATTER OF AMENDING THE 2019 ADAMS COUNTY BUDGET**

**WHEREAS**, unanticipated expenses have necessitated the need for an amendment to the Adams County 2019 Budget; and,

**WHEREAS**, the public was legally notified of the hearing regarding the matter on December 5 and December 12, 2019; and,

**WHEREAS**, a public hearing was held on Monday, December 16, 2019, and all comments were heard and considered;

**THEREFORE BE IT HEREBY RESOLVED** that the 2019 Adams County Budget is amended as follows:

	<u>Budget</u>	<u>Change</u>	<u>Revised</u>
<b><u>Current Expense - #001</u></b>			
<b>Adams Co. District Court, Pos. 2 #016</b>			
Personnel	\$ 361,599	\$ 8,000	\$ 369,599
<b>Police Operations #065</b>			
Personnel	\$ 2,031,862	\$ 150,000	
Operating Expense		\$ 50,000	\$ 2,231,862
<b>Non Departmental #099</b>			
Other Financing Uses	\$ 1,951,140	\$ 215,000	\$ 2,166,140
<b>TOTAL CURRENT EXPENSE</b>		<b>\$ 423,000</b>	
<b><u>Current Expense – Other Funds</u></b>			
<b>Employee Liability Fund #001D</b>			
Other Financing Uses	\$ 0	\$ 21,000	\$ 21,000
<b>Sheriff Donation Fund #001H</b>			
Other Financing Uses	\$ 7,500	\$ 11,000	\$ 18,500
<b>CURRENT EXPENSE OTHER FUNDS TOTAL</b>		<b>\$ 32,000</b>	
<b><u>Other Funds</u></b>			
<b>Criminal Justice Sales Tax #105A</b>			
Personnel	\$ 294,502	\$ 125,000	\$ 419,502

<b>Economic Development #122</b>			
Other Services/Charges	\$ 264,269	\$ 200,000	\$ 464,269
<b>Low Income Housing #123</b>			
Operating Expense	\$ 76,000	\$ 10,000	\$ 86,000
<b>Drug Enforcement #130</b>			
Operating Expense	\$ 30,350	\$ 60,000	\$ 90,350
<b>Capital Outlay #321</b>	\$ 86,000	\$ 60,000	\$ 146,000
<b>Capital Projects #322</b>	\$ 0	\$ 400,000	\$ 400,000
<b>Real Estate Technology #323</b>			
Capital Outlay Expense	\$ 1,286	\$ 1,500	\$ 2,786
<b>RE Technology Assistance #323A</b>			
Operating Expense	\$ 0	\$ 1,500	\$ 1,500
<b>Courthouse O&amp;M #501</b>	\$ 508,953	\$ 40,000	\$ 548,953
<b>TOTAL OTHER FUNDS</b>		<b>\$ 898,000</b>	
<b>TOTAL CURRENT EXPENSE</b>		<b>\$ 423,000</b>	
<b>TOTAL CURRENT EXPENSE OTHER FUNDS</b>		<b>\$ 32,000</b>	
<b>TOTAL OTHER FUNDS</b>		<b>\$ 898,000</b>	
<b>TOTAL AMENDMENTS ALL FUNDS</b>		<b>\$1,353,000</b>	

DATED this 23rd day of December, 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-064-2019**

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

**IN THE MATTER OF ADOPTING THE 2020 ADAMS COUNTY BUDGET**

**WHEREAS**, public hearings were held on December 2 and December 9, 2019 for the purpose of receiving public comment on the proposed 2020 Adams County budget; and,

**WHEREAS**, all financial details of the proposed revenues and expenditures were considered and analyzed during subsequent public meetings;

**NOW THEREFORE BE IT HEREBY RESOLVED** that the 2020 Adams County Budget expenditures are adopted at the level equal to revenues constituting a balanced budget as follows:

**2020 Adams County Budget**

	Cash C/Over Revenue '19	Appropriation	Ending Cash 2020
<b>Current Expense Departments</b>			



Commissioners		<b>379,398</b>
Personnel	344,098	
Operational	33,800	
Capital Outlay	1,500	
Superior Court		<b>262,651</b>
Personnel	157,951	
Operational	104,700	
District Court Pos. #1		<b>417,432</b>
Personnel	384,982	
Operational	30,450	
Capital Outlay	2,000	
District Court Pos. #2		<b>425,172</b>
Personnel	370,222	
Operational	48,950	
Capital Outlay	6,000	
Adult Probation		<b>102,361</b>
Personnel	68,561	
Operational	32,800	
Capital Outlay	1,000	
Board of Equalization		<b>4,300</b>
Auditor		<b>487,601</b>
Personnel	363,606	
Operational	123,995	
Clerk		<b>275,277</b>
Personnel	264,077	
Operational	11,200	
Treasurer		<b>352,202</b>
Personnel	329,377	
Operational	17,325	
Capital Outlay	5,500	
Assessor		<b>452,232</b>
Personnel	426,332	
Operational	25,150	
Capital Outlay	750	
Prosecuting Attorney		<b>827,196</b>
Personnel	730,126	
Operational	96,570	
Capital Outlay	500	
Support Enforcement		<b>229,384</b>
Personnel	170,984	
Operational	58,150	
Capital Outlay	250	
Civil Service		<b>2,100</b>
Human Resources		<b>107,532</b>
Personnel	96,782	
Operational	10,250	
Capital Outlay	500	
LEOFF		<b>54,480</b>

Police Operations			<b>2,255,159</b>	
Personnel		1,917,155		
Operational		327,504		
Capital Outlay		10,500		
Care & Custody			<b>890,895</b>	
Personnel		638,230		
Operational		239,665		
Capital Outlay		13,000		
Juvenile			<b>541,619</b>	
Personnel		453,561		
Operational		80,058		
Capital Outlay		8,000		
Building & Planning			<b>424,411</b>	
Personnel		311,011		
Operational		109,100		
Capital Outlay		4,300		
Coroner			<b>15,600</b>	
WSU Extension			<b>156,802</b>	
Personnel		41,426		
Operational		115,376		
Subtotal CE			<b>8,663,804</b>	
Non-Departmental			<b>2,147,798</b>	
<b>TOTAL CURRENT EXPENSE</b>	10,920,721		<b>10,811,602</b>	109,119
Current Expense Reserve	1,400,000			1,400,000
CE Emp. Liab. Fund	200,000	3,700		203,700
CE Juvenile Det. Alter	30,000	1,500	<b>10,000</b>	21,500
Jail Operations Reserve	70,000		<b>70,000</b>	0
CJ Reserve	450,000	10,000	<b>200,000</b>	260,000
Sheriff Donation Fund	11,000		<b>4,500</b>	6,500
<b>Total CE Other Funds</b>	<b>2,161,000</b>	<b>15,200</b>	<b>284,500</b>	<b>1,891,700</b>
<b>Other Funds</b>				
Enhanced 911 #103	117,000	742,168	<b>824,618</b>	34,550
Personnel		659,019		
Operational		165,599		
Enhanced 911 Reserve #103A	925,000	340,000	<b>424,644</b>	840,356
Integrated Health Care #104	1,500,000	2,910,525	<b>2,945,525</b>	1,465,000
Personnel		2,339,291		
Operational		567,734		
Capital Outlay		38,500		
Public Safety Sales Tax	450,000	660,000	<b>667,963</b>	442,037
Criminal Jus Sales Tax #105A	800,000	173,000	<b>80,110</b>	892,890
Emergency Services #106	5,000	130,408	<b>130,408</b>	5,000
Personnel		92,284		
Operational		33,502		
Capital Outlay		4,622		
Veteran's Relief #107	20,000	600	<b>11,300</b>	9,300
Adams County Fair #108	35,000	171,797	<b>172,812</b>	33,985
Personnel		79,362		
Operational		93,450		

Law Library #109	0	7,000	<b>7,000</b>	0
Paths & Trails #110	145,700	22,500	<b>45,000</b>	123,200
Adams County Reg Landfill #111	220,000	35,000	<b>255,000</b>	0
Education Support Program #113	5,500	250	<b>5,750</b>	0
Treasurer's O&M #114	8,471	10,355	<b>10,500</b>	8,326
County Road #115	5,100,000	11,883,298	<b>12,496,232</b>	4,487,066
Personnel		3,364,908		
Operational		4,963,474		
Capital Outlay		4,167,850		
Auditor's O&M #116	25,000	53,500	<b>60,463</b>	18,037
Personnel		38,773		
Operational		21,690		
Development Disabilities #117	0	122,843	<b>122,843</b>	0
Personnel		38,225		
Operational		84,618		
Trial Court Improvement #119	60,000	26,505	<b>25,000</b>	61,505
Tourism Enhancement #120	6,900	1,200	<b>6,900</b>	1,200
Public Facilities Imp #122	925,000	330,000	<b>343,019</b>	911,981
Personnel		174,219		
Operational		160,800		
Debt Service		8,000		
Low Income Housing #123	225,000	104,000	<b>104,000</b>	225,000
Drug Enforcement #130	121,517	9,970	<b>30,350</b>	101,137
RSO #131	86,000	47,500	<b>53,000</b>	80,500
Crime Victims Comp #135	65,000	19,000	<b>0</b>	84,000
Domestic Violence Prevent #136	29,000	150	<b>0</b>	29,150
Domestic Violence Assess #137	9,500	515	<b>0</b>	10,015
Noxious Weed #166	45,875	255,007	<b>241,442</b>	59,440
Personnel		163,532		
Operational		60,410		
Capital Outlay		17,500		
AdCoDebt Service #210	53	164,875	<b>164,875</b>	53
Rodeo Lake Capital Imp #301	3,900	0	<b>3,900</b>	0
Capital Imp #321	350,000	90,000	<b>300,000</b>	140,000
Capital Projects #322	100,000	4,000	<b>104,000</b>	0
Real Estate Technology #323	78,349	0	<b>0</b>	78,349
Real Estate Technology #323A	51,795	10,460	<b>0</b>	62,255
EconDevelCapital Projects #324	121,000	2,000	<b>0</b>	123,000
Solid Waste #401	2,625,000	1,750,000	<b>2,373,011</b>	2,001,989
Personnel		640,111		
Operational		1,102,900		
CapOutlay		630,000		
Courthouse O&M	5,000	596,816	<b>596,816</b>	5,000
Personnel		320,066		
Operational		276,750		
Central Services#502	110,000	537,855	<b>550,665</b>	97,190
Personnel		247,865		
Operational		239,800		
Capital Outlay		63,000		

IGS #590	1,700,000	3,139,641	<b>3,412,990</b>	1,426,651
Personnel		729,840		
Operational		1,880,650		
Capital Outlay		802,500		
<b>TOTAL OTHER FUNDS</b>			<b>26,570,136</b>	
Total Current Expense	1,500,000	10,920,721	<b>10,811,602</b>	1,610,119
Total CE Reserve	1,400,000	0	<b>0</b>	1,400,000
CE EmpLiabFund	200,000	3,700	<b>0</b>	203,700
Total Juvenile Det Alt	30,000	1,500	<b>10,000</b>	21,500
Jail Operations Res.	70,000	0	<b>70,000</b>	0
Criminal Justice Res.	450,000	10,000	<b>200,000</b>	260,000
Total Sheriff Donation	11,000	0	<b>4,500</b>	6,500
Total Other Funds			<b>26,570,136</b>	
<b>GRAND TOTAL</b>			<b>37,666,238</b>	

**AND, BE IT FURTHER RESOLVED** that the adopted budget includes the following:

Elected Officials - Salary per Citizens Commission on Salaries for Elected Officials;  
Medical Insurance Cap at \$769.65/month

Non-Represented Employees - Medical Insurance Cap at \$769.65/month; 3.0% COLA

Non-Represented Exempt Employees - Medical Insurance Cap at \$769.65.00/month;  
3.0% COLA

Non-Represented Management Employees - Medical Insurance Cap at \$769.65/month;  
3.0% COLA

Represented Employees per Contract

Public Works  
Courthouse  
Corrections/E-911 Dispatch  
Sheriff's Association

**DATED** this 23rd day of December, 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