

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse Ritzville, Washington Regular Meeting

February 18, 2020

(Tuesday due to Presidents' Day on Monday)

Call to Order @ 8:30 a.m.

Present:

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

[9:00:11 AM](#)

Fire Alarm Protocol Meeting

Emergency Management Director Weise met with elected officials/department heads/designees to continue the discussion of protocol in the event of an emergency at the courthouse. Items discussed were:

- Office alarms
- Cameras
- Diagrams of emergency exits
- Staff response to fire alarm last week
- Meeting places – primary and secondary locations
- Contact numbers
- Computer backup systems
- Continuity of operations in the event of a disaster

[10:03:02 AM](#)

[10:06:18 AM](#)

Public Works

Engineer Yaeger provided updates on the bridge prototype project; the Deal Road project; and, the Highway 24/Bench Road Roundabout project. Public Works Director O'Brien provided updates on maintenance activities as well as solid waste.

Interlocal Cooperation Agreement w/ Grant County

Commissioner Marshall moved, Thompson seconded, to *approve the Interlocal Cooperation Agreement between Grant County, Washington and Adams County pursuant to RCW 36.80.010 to allow Grant County to*

*contract with Adams County for the engineering services of a county road engineer with a term to expire on March 31, 2020. **Motion carried.** The total length of agreement, regardless of extensions, shall not exceed July 31, 2020. Grant County will reimburse Adams County for all costs associated with the providing of engineering services which include but are not limited to labor, equipment, travel and supplies necessary to complete said work.*

Cedar Street Office Buildings – Othello

Facilities Manager Dennis Sackmann provided an update on the remodel of the newly acquired office building in Othello. The following issues were presented:

- Plumbing and electrical obstacles have been discovered with Sackmann believing he has a solution.
- A request for the wall to be removed in the lobby, however, one side of the wall is a vaulted ceiling, the other a flat ceiling.
- There is currently paneling dividing the proposed offices for the Building and Planning Director and the Assistant Building and Planning Director with a request for the walls to be replaced.

Based on the recommendation of the Public Works Department, the Board **concurred** that it is best to leave the wall where it is in the lobby; and, the wall dividing the two offices will be painted; it is not necessary to replace the wall.

The Board provided **consensus authorization** to move forward with a quote provided by Great Floors for carpet and installation in the amount of \$9,500.

An additional emergency exit will be researched for the building.

Operations and Maintenance

Public Works Director O'Brien provided updates on the following operations and maintenance projects:

- Public Services Building – materials have been ordered; Garland will be on site to repair the Public Services Building roof once the materials arrive.
- Health Department Building – Clearway Energy has inquired about office space on a short term basis. The Board provided consensus authorization to rent space in the Ritzville Health Department building (formerly leased by Chicago Title) with a monthly rental fee of \$1,100 which will include water, sewer, garbage and electricity.

- The rental prices for the building located at 445 E. Cedar Boulevard, Othello were discussed. The matter will be looked at further by both Director O'Brien and Prosecutor Flyckt. In the meantime, rent is being collected in the amounts negotiated by the former owners.
- Chiller – Apollo was on-site to discuss routing chiller lines into the building. Facilities Manager Sackmann provided a route with agreement from Apollo on the placement of trenches for the lines.

[11:05:04 AM](#)

Recess @ 12:00

Reconvene @ 1:00 p.m.

[1:33:12 PM](#)

Sale of County Tax Title Property

Treasurer Meise reported on the sale of a tax title property that was sold by public auction on February 6, 2020 and requested direction for the disposition of excess funds. The minimum bid was set at \$4,000, the amount foreclosed on the property was \$2,158.94. The successful bid was \$5,500 with a surplus of \$3,341.06. The Board by **consensus** authorized the surplus funds to be deposited into a fund to be used toward future cleanup of properties obtained by the county through foreclosure.

[1:35:52 PM](#)

[3:21:27 PM](#)

Resolution No. R-011-2020

Commissioner Thompson moved, Marshall seconded, to *approve Resolution No. R-011-2020 In the Matter of Clarifying and Correcting the Job Description for Position No. 1301 – Administrative Bailiff.* **Motion carried.**

Consent Agenda

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

Preliminary minutes of February 10 and 12, 2020

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	0403 – 0445	\$ 35,269.37

103	0446	\$	28.78
103A	0447	\$	17,627.47
104	0448 – 0457	\$	6,549.50
117	0458	\$	11.00
123	0459 – 0461	\$	20,091.81
166	0462 – 0469	\$	1,818.14
502	0470 – 0471	\$	3,885.39
108	110	\$	4,334.49
115	111 – 119	\$	6,451.49
401	120 – 126	\$	10,213.36
501	127 – 133	\$	3,708.39
590	134 – 153	\$	39,322.39
	TOTAL		\$149,311.58

Declare Commissioner Office Item to be Disposed of: Inventory
#2956 (Paper Shredder)
[3:22:30 PM](#)

Permanent Minutes Signed
February 3 and 5, 2020

Correspondence Received
Adams County Noxious Weed Control Board re: Minutes of
December 10, 2019 and Agenda for February 11, 2020

Adjournment @ 3:25 p.m.

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

Edited and Approved:

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

RESOLUTION NO. R-011-2020

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

**IN THE MATTER OF CLARIFYING AND CORRECTING THE JOB DESCRIPTION
FOR POSITION NO. 1301 – ADMINISTRATIVE BAILIFF**

WHEREAS, duties of individual positions are often modified as a result of changes in office work load; and

WHEREAS, it is appropriate to clarify and correct duties outlined in job descriptions to remedy any inaccuracies between the job description and actual work performed;

THEREFORE BE IT HEREBY RESOLVED that the job description for Position #1301 – Administrative Bailiff is hereby modified as attached herein; and

BE IT FURTHER RESOLVED that Position #1301 – Administrative Bailiff will remain classified at Range F on the Courthouse Bargaining Unit Salary Structure.

DATED this 18th day of February, 2020.

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

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