

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

June 22, 2020
(Monday)

Call to Order @ 8:30 a.m.

Present:

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

[10:00:53 AM](#)

City of Othello

Chairman Hartwig opened the public hearing on the City of Othello Franchise Agreement at 10:00 a.m.

The hearing was available to the public via conference call. No members of the public provided comment.

Engineer Yaeger reviewed the terms of the franchise agreement and provided a description of the roadway locations for which the franchise was requested.

Chairman Hartwig closed the public hearing at 10:04 a.m.

Commissioner Marshall moved, Thompson seconded, to *approve Resolution No. R-035-2020 In the Matter of Grant of Franchise to City of Othello. Motion carried.*

Public Works

Public Works Director O'Brien and Engineer Yaeger provided the weekly update on road maintenance; solid waste; and, facilities.

Fairgrounds

The fair rental agreement was reviewed for a one (1) year term due to COVID-19 with the possibility of a cancellation addressed. Improvements to the facilities by the fair board will be addressed in a future contract.

Courthouse

Public Works Director O'Brien reported the estimated construction cost for the courthouse grant for the windows is \$1.29 million dollars. Overall expenses with contingency is \$1.47 million dollars to replace and upgrade windows in the courthouse with a necessary match of \$319,000 proposed in the grant. O'Brien proposed using prior capital expenditures of \$290,000 with the remaining match of \$29,000 from Fund 321. The Board provided **consensus authorization for Director O'Brien to commit funds, in the amount of up to \$30,000 from Fund #321 for matching funds for the historical grant to replace courthouse windows.**

Road Widener

Director O'Brien received **consensus authorization to begin the process for purchase of a road widener**, budgeted for in the 2020 budget.

Salary Schedules

Director O'Brien reviewed reclassifications of certain positions within the Public Works Department. Human Resource Manager Perez was present and noted that comparables with other counties were not complete. O'Brien noted that he would like to see a comprehensive study prepared in relation to responsibilities of departments rather than population. The Board requested Perez move forward in compiling information in a timely manner in order for the Board to make a determination.

[11:01:36 AM](#)

Recess @ 12:00

Reconvene @ 1:00 p.m.

[1:30:16 PM](#)

Integrated Health Care Services

Integrated Health Care Services Director Guse presented Amendment #5 of Crisis Agreement 19ASO2295 to add funding for the Trueblood Mobile Crisis Response Services mandated by the Washington State Health Care Authority contract. Additionally, a Memorandum of Understanding (MOU) associated with the same contract for creating Enhanced Mobile Crisis Response (MCR) services in the Spokane regional service area was presented as a Phase One region of Trueblood Settlement Agreement.

The contract provides mobile crisis response services in the community to promote recovery and resiliency of individuals experiencing a crisis. The MOU states the contractor shall provide one full-time employee crisis

interventionist to provide the Trueblood enhancement of Mobile Crisis Response Services from 8 a.m. to 5 p.m. Monday through Friday throughout Adams County. Crisis services shall include crisis telephone triage, Mobile Crisis Response (MCR) and referrals to a Designated Crisis Responder (DCR) when an individual needs an Involuntary Treatment Act (ITA) evaluation and investigation.

Crisis Agreement 19ASO2295

Commissioner Marshall moved, Thompson seconded, to *authorize the Chairman to sign Crisis Agreement 19ASO2295, Amendment #5, with Spokane County, a political subdivision of the State of Washington, by and between the Spokane County Regional Behavioral Health (SCRBH), a division of Spokane County Community Services, Housing and Community Development Department (CSHCD), (hereinafter "CSHCD SCRBH") and Contractor identified as Adams County Integrated Health Care Services for the period January 1, 2020 through December 31, 2020.*

Motion carried. (Enhanced Mobile Crisis Response (MCR) in the amount of \$44,117.50.)

Memorandum of Understanding Associated with Crisis Agreement 19ASO2295 Adams County Integrated Health Care Services Trueblood Enhancement of Mobile Crisis Response (MCR) Services

Commissioner Marshall moved, Thompson seconded, to *authorize the Chairman to sign Behavioral Health Services Agreement Memorandum of Understanding Associated with Contract 19ASO2295 – Adams County Integrated Health Care Services Trueblood Enhancement of Mobile Crisis Response (MCR) Services for the purpose of the creation of enhanced Mobile Crisis Response (MCR) services in the Spokane Regional Service Area.* **Motion carried.**

Integrated Health Care Services Personnel

Board **consensus authorized Integrated Health Care Services Director Guse to begin the process of advertising for a newly created position of Behavioral Health Crisis Interventionist**, with the job description to be formally adopted by resolution on Monday, June 29, 2020.

[2:12:26 PM](#)

[2:30:56 PM](#)

Big Bend Community College

Commissioner Thompson moved, Marshall seconded, to *approve Resolution No. R-036-2020 In the Matter of Committing Countywide Sales and Use Tax Funds for the Purpose of Financing Public*

Facilities in Rural Counties and Other Matters Properly Relating Thereto. Motion carried.

Non-Represented Employee Salary Structure

Commissioner Marshall moved, Thompson seconded, to *approve Resolution No. R-037-2020 In the Matter of Adopting a New Salary Structure for Non-Represented Employees and Designating the Step Placement of Current Employees.* Motion carried.

Non-Represented Employee Compensation Policies

Commissioner Marshall moved, Thompson seconded, to *approve Resolution No. R-038-2020 In the Matter of Implementing Compensation Policies for Adams County Non-Represented Employees Related to Longevity Pay, Annual Leave, and Sick Leave.* Motion carried.

Consent Agenda

Commissioner Marshall moved, Thompson 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	1790 – 1808	\$ 58,046.99
0018H	1809	\$ 1,840.00
103	1810 – 1813	\$ 1,077.09
104	1814 – 1820	\$ 6,062.69
109	1821	\$ 847.16
123	1822 – 1825	\$ 14,212.00
502	1826 – 1830	\$ 1,381.18
108	803 – 805	\$ 2,694.29
115	806 – 811	\$243,700.07
401	812 – 816	\$ 26,430.18
501	817 – 819	\$ 2,735.89
590	820 – 833	\$ 54,158.08
	TOTAL	\$413,185.62

Permanent Minutes Signed

June 8 and 10, 2020

Correspondence Received

Glen R. Stockwell re: Original Legal Solid Waste Contract
Jessica Hicks, Tax Administration Manager, State of Washington
Department of Revenue re: Affordable and Supportive Housing State
Shared Tax

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

RESOLUTION NO. R-035-2020

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

IN THE MATTER OF GRANT OF FRANCHISE TO CITY OF OTHELLO

WHEREAS, City of Othello filed an application dated May 13, 2020, for a franchise to construct, operate, and maintain water mains upon, under, over, across, and along all of the highways and public roads in Adams County within the following sections, to-wit;

<u>Township</u>	<u>Range</u>	<u>Sections</u>	<u>County Road</u>
15 North	29 EWM:	9	Bench Road
15 North	29 EWM:	2	Cemetery Road
15 North	29 EWM:	4, 5	Cunningham Road
16 North	29 EWM:	32, 33	Cunningham Road
16 North	29 EWM:	26, 27	Cunningham Road

None of the roadway over which this franchise is requested is located within the limits of any incorporated city or town.

WHEREAS, City of Othello formally requested Adams County consideration of their application; and,

WHEREAS, the Adams County Engineer reviewed the application and recommended to the Board of Adams County Commissioners that the matter be scheduled for public hearing and action; and,

WHEREAS, a public hearing was scheduled for June 22, 2020, advertisement was completed, and hearing notices were appropriately posted; and,

WHEREAS, a public hearing was held on Monday, June 22, 2020, and all matters and comments related to the franchise request were duly considered;

NOW THEREFORE BE IT RESOLVED there is granted to **City of Othello**, duly authorized to do business in the State of Washington, a franchise, for a term of twenty-five (25) years from June 29, 2020, through June 29, 2045, in accordance with “Othello Water Main Franchise Agreement #2020-02” attached.

DATED this 22nd day of June, 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

RESOLUTION NO. R-036-2020

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

**IN THE MATTER OF COMMITTING COUNTYWIDE SALES AND USE TAX FUNDS
FOR THE PURPOSE OF FINANCING PUBLIC FACILITIES IN RURAL COUNTIES
AND OTHER MATTERS PROPERLY RELATING THERETO**

WHEREAS, Adams County (the “County”) is undergoing constant and increased pressures on its limited fiscal resources to provide important government services, including workforce development, recruitment and retention of business and industry, and creation of family wage jobs, The county implemented the policy set forth herein; and

WHEREAS, the County desires to make the wisest use of its limited fiscal resources; and

WHEREAS, Second Substitute Senate Bill 5740, Chapter 366, Laws of 1997, empowers the legislative authority of a distressed county with the authority to fix and impose a sales and use tax; and

WHEREAS, Adams County previously authorized the collection of aforementioned sales and use tax to finance public facilities; and

WHEREAS, Adams County lies in the service area of Big Bend Community College (BBCC) and relies on BBCC to provide workforce development and training services to business and industry in Adams County; and

WHEREAS, BBCC is constructing a state-of-the-art Workforce Education Center on BBCC property to continue to provide a good education to the people of Adams County, and

WHEREAS, BBCC, via its Center for Business and Industry Services, has secured multiple Washington State Job Skills Program Grants valued at \$612,000, for the purpose of delivering specialized training to Adams County employers and their employees, including Lineage Logistics, McCain Foods USA, SVZ-USA, and the Adams County Manufacturing Consortium; and

WHEREAS, The Workforce Education Center will improve BBCC's training capabilities and will help facilitate vital educational opportunities and advanced employee training, building and strengthening the economy of our area; and

WHEREAS, Adams County and BBCC desire to enter into a partnering/revenue sharing agreement, wherein, the County will agree to partially fund the Workforce Education Center; and

WHEREAS, The County desires to commit to funding The Workforce Education Center project with annual payments of Twenty Thousand and No/100 Dollars (\$20,000) for a five (5) year period, with the first annual payment paid in July 2020, or as soon thereafter as practicable, with the second payment due in February 2021 in the same amount each year, with the last payment being made in the year 2024.

NOW, THEREFORE, BE IT RESOLVED, the County commits to funding the Workforce Education Center with annual payments of Twenty Thousand and No/100 Dollars (\$20,000) for a five (5) year period, commencing in the year 2020, with the final payment in the year 2024.

BE IT FURTHER RESOLVED, the payment of said sales and use tax to BBCC shall be contingent on the legislative changes to applicable statutes, referendums, or case law interpretation adversely affecting the ability of Adams County to continue to collect the subject sales and use tax.

Dated this 22nd day of June, 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

RESOLUTION NO. R-037-2020

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

IN THE MATTER OF ADOPTING A NEW SALARY STRUCTURE FOR NON-REPRESENTED EMPLOYEES AND DESIGNATING THE STEP PLACEMENT OF CURRENT EMPLOYEES

WHEREAS, a review was performed of the Adams County Non-Represented Employee Salary Structures; and

WHEREAS, it has been deemed appropriate by the Board of County Commissioners to modify the salary structures;

THEREFORE, BE IT HEREBY RESOLVED that the attached salary structures are hereby adopted effective July 1, 2020;

AND BE IT FURTHER RESOLVED that the range designations of all positions currently paid pursuant to this schedule will be maintained;

AND BE IT FURTHER RESOLVED effective July 1, 2020, the step placement of all current non-represented employees on the new salary schedules will be pursuant to the attached table;

AND BE IT FURTHER RESOLVED that July 1, 2020 will become the new anniversary date for all subsequent step increases for the above mentioned employees.

DATED this 22nd day of June, 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

RESOLUTION NO. R-038-2020

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

IN THE MATTER OF IMPLEMENTING COMPENSATION POLICIES FOR ADAMS COUNTY NON-REPRESENTED EMPLOYEES RELATED TO LONGEVITY PAY, ANNUAL LEAVE, AND SICK LEAVE

WHEREAS, a review was performed of specific policies that have recently been extended to bargaining unit employees during the course of collective bargaining; and

WHEREAS, it is deemed appropriate to extend such benefits, as modified, to the non-represented employees within Adams County;

THEREFORE, BE IT HEREBY RESOLVED that the policies outlined below shall be extended to all Adams County non-represented employees effective July 1, 2020; and

BE IT FURTHER RESOLVED that the Adams County Personnel Policy will be amended at a later date to include these policies.

- Longevity Pay
 - All full-time non-represented employees with more than seven (7) full-time years of service within their current position or fifteen (15) full-time years of service within their office/department, whichever comes first, shall be granted a monthly stipend equal to one half of one percent (1/2%) of their regular monthly pay for each year of full-time service above either seven (7) years or fifteen (15) years. The employee's date of hire in the position and/or within their office/department shall be used to determine eligibility for, and the amount of, longevity pay.
- Annual Leave
 - Annual leave may be accumulated to a maximum of twice the amount an employee earns annually or two hundred eighty eight (288) hours, whichever is less. Employees may accumulate annual leave in excess of the allowed maximum during the calendar year. However, accrued leave which exceeds the allowed maximum will be automatically forfeited without any required action by Adams County or the employee on December 31st.
- Sick Leave Trade In
 - To accommodate the employee's ability to accrue additional annual leave, an employee shall be allowed a two (2) to one (1) conversion of sick leave to annual leave for all accrued sick leave hours in excess of two hundred forty (240). Employees will be limited to converting no more than one hundred and twenty (120) hours of sick leave per calendar year. Said annual leave, once converted, shall be used consistent with Section 4, Subsection 2: Annual Leave of the Adams County Personnel Policy.
- Sick Leave Cash Out
 - Employees who separate service from Adams County by way of retirement will be entitled to cash out any and all remaining accrued sick leave hours in excess of five hundred (500) hours at a ratio of three (3) to one (1).

DATED this 22nd day of June, 2020.

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

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