

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

September 8, 2020

(Tuesday due to Labor Day on Monday)

Call to Order @ 8:30 a.m.

Present:

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

[9:02:435AM](#)

Building and Planning

Building and Planning Director Wiltse provided, along with an Hewlett Packard representative appearing virtually, a HP program demonstration that will provide functionality in taking public testimony during open public meetings. Program fees were reviewed. Director Wiltse will conduct additional research on the product prior to moving forward.

[9:40:35 AM](#)

[9:40:49 AM](#)

Human Resources/Building and Planning

Assistant Building and Planning Director Lorenz reviewed the proposed duties and responsibilities of the permit technician position. Lorenz feels the wage for the position of permit technician needs to be evaluated and made comparative to the duties. The position is intended to be assistive to the Building and Planning Department, Environmental Health, and the GIS Department. The possibility of two positions (secretary; permit technician) was proposed. No action was taken pending further discussion.

Human Resource Manager Perez noted the Association will need to be consulted prior to making any changes

[10:02:21 AM](#)

[10:02:34 AM](#)

Public Works

Public Works Director O'Brien and Engineer Yaeger provided the weekly update on maintenance, noting crews are checking roads for damages from the wind storm on Monday. Additionally, O'Brien reported on solid waste activities; and, operations and maintenance.

Fairgrounds

Director O'Brien reported quotes have been received from Farmers' Electric on the electrical upgrades to poultry and rabbit barns at the Adams County fairgrounds. The fair association has discussed updating the two buildings and President Anthony Dailey, has notified O'Brien that the association is ready to move forward, working directly with Farmers' Electric, to update the electrical of the two buildings. The Board provided **consensus authorization for the fair association to proceed, along with Farmers' Electric, to provide the electrical upgrades to the poultry and rabbit barns at the Adams County fairgrounds.**

Rodeo Lake

Public Works Director O'Brien reported discrepancies in Rodeo Lake water levels, north to south, noting he will be speaking with the irrigation district to assist with the clean out of overgrown vegetation.

IGS

Engineer Yaeger reported a deputy, driving a county vehicle (2016 Ford Explorer SUV), was involved in an accident hitting a deer. A quote of \$10,209.82 was received for repair of the vehicle. Board **consensus authorized moving forward with repairs to the vehicle.** The public works department is awaiting a response from the state auditor as to which fund should be expensed for the repairs.

[10:33:42 AM](#)

Recess @ 11:52 a.m.

Reconvene @ 1:00 p.m.

[1:30:42 PM](#)

Human Resources/Payroll

Human Resource Manager Perez and Payroll Deputy Bowman reviewed the President's Memorandum on deferring the employee portion of Social Security tax obligations. Perez noted that the deferral plan is a forbearance, not forgiveness, and the money will have to be paid back. Additionally, Perez noted the plan is an option, not mandatory.

Under this plan, the employer will be responsible to pay the full tax. The amounts deferred are payable by the employee by May 11, 2021. Manager Perez and Payroll Deputy Bowman both feel there does not seem to be a clear benefit to the employees of Adams County in participating in the deferral plan. The Board provided **consensus authorization for the payroll department to continue to withhold payroll tax, as normal, for county employees.**

[1:42:38 PM](#)

Closed Session

At 1:42 p.m. the Board called for a Session Closed to Public to last thirty (30) minutes under RCW 42.30.140(4)(a) – “Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement;”. Additionally present were Prosecutor Flyckt; Deputy Civil Attorney Barden; and Human Resource Manager Perez.

At 2:12 p.m. the Board reconvened from Closed Session.

[2:30:58 PM](#)

Adams County COVID-19 Operation Plan

Commissioner Thompson moved, Marshall seconded, to *approve Resolution No. R-048-2020 In the Matter of Adopting a County COVID-19 Operation Plan. Motion carried.*

Consent Agenda

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

Preliminary minutes of August 31, 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	2614 – 2650	\$30,994.13
0013	2651	\$ 416.23
0015E	2652	\$ 187.17
0018H	2653	\$ 919.38

103	2655 – 2658	\$ 3,219.32
104	2659 – 2669	\$ 6,920.78
114	2670	\$ 77.74
123	2670 – 2673	\$ 1,419.00
130	2674 – 2675	\$ 760.46
131	2676	\$ 1,939.94
166	2677 – 2687	\$ 3,143.42
502	2688 – 2697	\$13,778.71
	TOTAL	\$63,776.28

[2:32:08 PM](#)

Permanent Minutes Signed

August 24, 2020

Adjournment @ 2:35 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-048-2020

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

IN THE MATTER OF ADOPTING A COUNTY COVID-19 OPERATION PLAN

WHEREAS, the Adams County Board of Commissioners, on March 16, 2020, adopted Resolution No. R-018-2020 declaring an emergency for the COVID-19 pandemic response; and

WHEREAS, a multitude of measures have been implemented to reduce an individual's possible exposure to COVID-19 in County facilities; and

WHEREAS, it is prudent to have one document which outlines all of these measures.

THEREFORE BE IT HEREBY RESOLVED that the attached Adams County COVID-19 Operation Plan is hereby adopted or as it may hereafter be amended.

BE IT FURTHER RESOLVED that the terms of this plan will be in effect until such time as COVID-19 emergency measures are no longer necessary.

DATED this 8th day of September, 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