

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

October 26, 2020
(Monday)

The meeting was held virtually via GoToMeeting.

Call to Order @ 8:30 a.m.

Present:

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

Budget Workshop – Central Services

Director Boness reviewed Fund #502 identifying capital expense items in the amount of \$63,000. A potential project of setting up server space in Othello for back-up operations at a cost of approximately \$40,000 was reviewed.

[10:00:21 AM](#)

Public Works

Public Works Director O'Brien reported on road maintenance to include anti-icing activities; mowing; and clearing culverts. Additionally, O'Brien provided updates on facilities, noting the Treasurer's office protective screens have been installed; and, solid waste, noting the new cardboard baler is installed and functioning.

Engineering

Engineer Yaeger reported on the Atkinson Road Project noting the road was striped last Tuesday and open for traffic on Wednesday. Additionally, Yaeger provided updates on Rodeo Lake; the McKinney Road realignment project, noting the project is complete. Paving at the Sheriff's Substation will be completed this week with Northwest Fence installing posts upon completion.

Petition to Vacate Portions of Streets and Alleys within the Original Town of Ralston

Engineer Yeager reviewed a request from Ronald and Mildred Kison to vacate portions of streets and alleys within the Original Town of Ralston.

[10:33:31 AM](#)

[11:04:25 AM](#)

Public Works/Human Resources

Public Works Director O'Brien, along with Human Resource Manager Perez, reviewed the proposed exempt salary schedules reviewing the outcomes of a five step versus six step schedule, noting averages at the entry of the range; averages at the end of the range; and, where current Adams County positions fall within those categories.

The management schedule was reviewed in the same manner.

The range and comparable average is based on the position, not the employee in that position. It will be necessary for each department to review the scales and determine which step the employee will be placed.

The Board directed Perez to forward the proposed scales with department heads and elected officials. Departments whose budgets may be affected by the proposed changes will need to schedule time with the Board for discussion.

[12:02:46 PM](#)

Recess @ 12:10 p.m.

Reconvene @ 1:10 p.m.

Budget Workshop – Superior Court Clerk

Superior Court Clerk Teske reviewed Fund #001/025. Teske noted that, due to COVID-19, revenues were down in 2020. No capital outlay items were identified.

Budget Workshop – Human Resources

Human Resource Manager Perez reviewed Fund #001/055. A capital outlay item (chair) in the amount of \$500 was identified. The Board noted potential line item adjustments in small tools and equipment; and, professional services/recruitment.

[3:46:46 PM](#)

Atkinson Road Project (CRP-190)

Commissioner Thompson moved, Marshall seconded, to *approve Pay Estimate #2 to Inland Asphalt Paving Company, Richland, Washington, in the amount of \$235,541.70, for the period September 1, 2020 through September 30, 2020 on the Atkinson Road Project (CRP-190).* **Motion carried.**

Resolution No. R-052-2020

Commissioner Marshall moved, Thompson seconded, to *approve Resolution No. R-052-2020 In the Matter of Creating Adams County Position No. 2101 – Administrative Assistant; Adopting the Job Description; and, Establishing the Compensation Level.* **Motion carried.**

Petition to Vacate Portions of Streets and Alleys - Ralston

Commissioner Thompson moved, Marshall seconded, to *approve Resolution No. R-053-2020 In the Matter of Petition to Vacate Portions of Streets and Alleys within the Original Town of Ralston in Adams County, Washington.* **Motion carried.**

Sheriff's Substation Parking Lot (Othello) Project #90-2022

Commissioner Marshall moved, Thompson seconded, to *approve the contract between Adams County and Granite Construction Company, Yakima, Washington, for the paving of Sheriff's Substation Parking Lot (Othello) Project #90-2022 in the amount of \$23,400.* **Motion carried.**

WSU Cooperative Extension

Commissioner Marshall moved, Thompson seconded, to *authorize the Chairman to sign Memorandum of Agreement, Appendix A, between Washington State University Extension and Adams County, authorizing funding to provide an extension program in the amount of \$75,580.46 for the period January 1, 2020 through December 31, 2020.* **Motion carried.**

Consent Agenda

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

October 1 - 15, 2020 Payroll in the amount of \$470,431.10; and, Benefits in the amount of \$99,315.30 (Warrant # Series 532272-532286; Direct Deposit # Series 64876-65064; Benefit/Deduction # Series 1154684-1154693

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	3132 – 3149	\$ 14,836.36
104	3150 – 3163	\$ 41,451.93
116	3164	\$ 50.17
117	3165	\$ 189.90
123	3166	\$ 352.52
502	3167 – 3171	\$ 2,737.06
108	1454	\$ 576.12
115	1455 – 1463	\$ 30,094.41
321	1464	\$ 153.89
401	1465 – 1468	\$163,246.63
501	1469 – 1473	\$ 2,332.56
590	1474 – 1492	\$ 24,402.44
	Total	\$280,423.99

[3:52:33 PM](#)

Permanent Minutes Signed

October 5 and 7, 2020
October 12 and 14, 2020

Adjournment @ 4:00 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-052-2020

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

**IN THE MATTER OF CREATING ADAMS COUNTY POSITION NO. 2101 –
ADMINISTRATIVE ASSISTANT; ADOPTING THE JOB DESCRIPTION; AND,
ESTABLISHING THE COMPENSATION LEVEL**

WHEREAS, the Adams County Economic Development Department has presented a need for an Administrative Assistant; and,

WHEREAS, the Board of County Commissioners concurred that there was sufficient need to justify an Administrative Assistant position in that department;

THEREFORE BE IT HEREBY RESOLVED that Position No. 2101 - Administrative Assistant is hereby created; and,

BE IT FURTHER RESOLVED that the attached job description is adopted; and,

BE IT FURTHER RESOLVED that the compensation level for Position No. 2101 - Administrative Assistant is set at Range 9 of the Adams County Non-Represented 8HR Salary Schedule.

DATED this 26th day of October 26, 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-053-2020

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

**IN THE MATTER OF PETITION TO VACATE PORTIONS OF STREETS AND ALLEYS
WITHIN THE ORIGINAL TOWN OF RALSTON IN ADAMS COUNTY, WASHINGTON**

WHEREAS, a petition requesting vacation of portions of streets and alleys within the Original Town of Ralston, Adams County, Washington, was received from Ronald and Mildred Kison;

THEREFORE BE IT HEREBY RESOLVED that it is the intention of the Board of County Commissioners to vacate the portions of streets and alleys within the Original Town of Ralston described as follows:

A strip of land 66 feet in width, known as Adams Street, beginning at a point parallel to the south line of Lot 3, Block 16 thence in a northerly direction following the centerline of said street and ending on the south line of Railroad Avenue as it is projected parallel to and extending southwesterly from the north line of Lot 1, Block 17 to the west line of Adams Street approximately 1155.23' in length along the eastern line.

A strip of land 66 feet in width, known as Second Avenue, beginning at the eastern R/W line of Adams Street and running easterly along the centerline for 140 feet to the west line of the alley in Blocks 7 & 8.

A strip of land 33 feet in width, known as Second Avenue, beginning at a point on the west line of the alley in Blocks 7 & 8, being the southerly 33 feet of Second Avenue and running easterly along the centerline for 226 feet to the eastern R/W line of Hood Street.

A strip of land 66 feet in width, known as Second Avenue, beginning at a point on the eastern R/W line of Hood Street and running easterly along the centerline for 140 feet to the west line of the alley in Blocks 6 & 9.

A strip of land 33 feet in width, known as Second Avenue, beginning at a point on the west line of the alley in Blocks 6 & 9, being the northerly 33 feet of Second Avenue and running easterly along for 160 feet to the western R/W line of Main Street.

A strip of land 66 feet in width, known as Third Avenue, beginning at a point on the eastern R/W line of Adams Street and running easterly along the centerline for 506 feet to the west line of the alley in Blocks 9 & 14.

A strip of land 66 feet in width, known as Fourth Avenue, beginning at a point on the eastern R/W line of Adams Street and running easterly along the centerline for 300 feet to the western R/W line of Hood Street.

A strip of land 66 feet in width, known as Hood Street, beginning at a point on the northern R/W line of Fourth Avenue and running northerly along the centerline for 666 feet to the southern R/W line of Second Avenue.

A 20 foot wide, 300 foot long alley in the center of Block 6.

A 20 foot wide, 300 foot long alley in the center of Block 8.

A 20 foot wide alley in the center of Block 9 beginning at a point on the northern R/W line of Third Avenue and running northerly for 175 feet to the south line of Lot 14.

A 20 foot wide alley in the center of Block 14 beginning at a point on the northern R/W line of Fourth Avenue and running northerly for 225 feet to the south line of Lot 16.

A 20 foot wide, 300 foot long alley in the center of Block 15.

A 20 foot wide alley in the center of Block 16 beginning at a point on the south line of Lots 1 & 12 and running northerly for 50 feet to the southern R/W line of Fourth Avenue.

All streets and alleys to be vacated are located in Section 12, Township 17 North, Range 35 East within the plat known as "Original Ralston" as recorded in the office of the County Auditor of Adams County.

All existing utility easements shall remain.

The whole distance being about 0.42 miles.

BE IT FURTHER RESOLVED that the County Engineer is hereby ordered to inspect said roads and report his recommendations on the vacation of the same. The Engineer's report will be heard at public hearing on the date fixed in the Commissioner's Notice of Hearing.

DATED this 26th day of October, 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