

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

October 18, 2022 – 9:00 a.m.
(Tuesday)

Call to Order

Chairman Weise called the meeting to order.

Present:

Chairman Jay R. Weise
Vice-Chairman Terrance J. Thompson
Commissioner Dan C. Blankenship

Pledge of Allegiance

Chairman Weise led the Pledge of Allegiance.

Public Comment – None

Approval/Addition of Agenda

Commissioner Blankenship moved, Thompson seconded, to *add the following items to the agenda; and, approve the agenda as amended:*

1. Closed Session pursuant to RCW 42.30.110(4)(b)
2. Central Services staffing discussion.

Motion carried.

Consent Agenda

Commissioner Blankenship moved, Thompson seconded, to *approve the consent agenda as presented.* **Motion carried.**

Minutes

Approve Preliminary Minutes of October 4 and 5, 2022

Vouchers

Approve 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	22-3211 – 22-3234	\$ 163,502.08
001	Hand Pays	\$ 1,820.39
104	22-3235 – 22-3267	\$ 86,453.85
105	22-3268	\$ 36,054.76
106	22-3269 – 22-3272	\$ 2,554.59
122	22-3273	\$ 28.00
123	22-3274	\$ 1,619.94
166	22-3275 – 22-3284	\$ 3,764.31
502	22-3285 – 22-3286	\$ 6,729.85
108	1347 – 1349	\$ 8,637.00
115	1350 – 1358 + 1389	\$ 400,100.65
401	1359 – 1363	\$ 100,993.65
501	1364 – 1371	\$ 2,280.49
590	1372 – 1388	\$ 201,633.32
	TOTAL	\$1,016,172.88

Resolution No. R-031-2022

Approve Resolution No. R-031-2022 In the Matter of Adopting the Updated Job Description for Position Number 1115 – Facility Manager

Correspondence

Washington State Liquor and Cannabis Board re: Symington Holdings II, 699 North Richards Road, #Z, Ritzville, License Number 415777-7X

Attorney Kyle R. Smith re: Public Defender Quarterly Report for 3rd Quarter, 2022

Board Updates

Commissioner Thompson reported the Aging and Adult Care meeting was cancelled due to lack of quorum; and, he attended a SkillSource meeting telephonically.

Commissioner Blankenship reported the following activities:

- reviewing the Central Services Director job description;
- telephonically spoke with Department of Ecology regarding the Sprague Lake outlet study;
- attended the WSAC virtual assembly noting MRSC had a presentation on the small works roster; and,
- travelled to Othello on Thursday to review the jail survey with Sheriff Wagner noting the completed survey was returned this morning.

Additionally, Commissioner Blankenship reported a staffer from Representative Cathy McMorris Rodgers' office, working on outreach, will be attending the Farm Bureau Dinner in Washtucna on October 27, 2022.

Commissioner Weise reported a review of collective bargaining sessions will be delivered during closed session later in the meeting.

Board Discussion/Decision Items

Human Resources

Manager Campbell reported open enrollment will begin soon and she is reviewing the process.

Additionally, Campbell reported three resumes were received for the Building and Planning Director position. Outreach for open county positions was reviewed noting it is necessary to advertise to a larger audience as to attract as many applicants as possible.

Closed Session

At 10:40 a.m. Chairman Weise announced the Board would recess into Closed Session for fifteen (15) minutes under 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, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.” Additionally present were Human Resource Manager Campbell; Treasurer Meise; Auditor Hunt; Prosecutor Flyckt; and Attorney Pat McMahon.

At 10:55 a.m. the Board reconvened from Closed Session.

Other Business – None

Permanent Minutes Signed

September 27 and 28, 2022

Executive Session

At 10:58 a.m. Chairman Weise announced the Board would recess into Executive Session for sixty (60) minutes under RCW 42.30.110(1)(i) – “To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.”

Additionally present were Prosecutor Flyckt; Attorney Pat McMahon; Sheriff Wagner; and, Undersheriff Coronado.

At 11:58 a.m. the Board reconvened from Executive Session. No action taken.

Sheriff's Department

Sheriff Wagner, along with Sergeant Henkel, reviewed freezer bids for the jail. Following county policy, three bids were reviewed. Funding is available through Fund 001F – Jail Operation and Improvement Reserve. Board **consensus authorized Sheriff Wagner to move forward with the purchase of the freezers for the jail at a total cost of \$27,870.**

Adjournment @ 12:35 p.m.

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

Edited and Approved:

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Jay R. Weise, Chairman
s/Terrance J. Thompson, Vice-Chairman
s/Dan C. Blankenship, Commissioner

RESOLUTION NO. R-031-2022

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

**IN THE MATTER OF ADOPTING THE UPDATED JOB DESCRIPTION FOR
POSITION NUMBER 1115– FACILITY MANAGER**

WHEREAS, the job description for Position No. 1115 – Facility Manager was updated to reflect changes to specific duties and responsibilities of the position.

THEREFORE BE IT HEREBY RESOLVED that the job description for Position No. 1115 – Facility Manager is hereby modified to reflect said changes to specific duties and responsibilities as set forth in the attached document; and

BE IT FURTHER RESOLVED that Position No. 1115 – Facility Manager will remain designated on EE4 of the Adams County Exempt Employee Salary Schedule.

DATED this 18th day of October, 2022.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Jay R. Weise, Chairman
s/Terrance J. Thompson, Vice Chairman
s/Dan C. Blankenship, Commissioner

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