

## COMMISSIONERS' PROCEEDINGS

Adams County Courthouse  
Ritzville, Washington  
Regular Meeting

April 11, 2023 – 9:00 a.m.  
(Tuesday)

### **Call to Order**

Chairman Weise called the meeting to order.

### **Present:**

Chairman Jay R. Weise  
Vice-Chairman Dan C. Blankenship  
Commissioner Miguel A. Garza

### **Pledge of Allegiance**

Chairman Weise led the Pledge of Allegiance.

### **Public Comment – None**

### **Approval/Addition of Agenda**

Commissioner Weise moved, Blankenship seconded, to *add the following items to the agenda as discussion items; and, approve the agenda as amended.*

1. EMPG Agreement #E23-223
2. Memorandum of Understanding for Professional Services for Computer Deployment Plan (CDP)

**Motion carried.**

### **Consent Agenda**

Commissioner Blankenship moved, Garza seconded, to *remove the following item from the consent agenda for further discussion; and, approve the consent agenda as amended.*

1. *Item d. – Resolution No. R-022-2023*

**Motion carried.**

### **Minutes**

Approve Preliminary Minutes of March 28 and 29, 2023

**Environmental Systems Research Institute, Inc. GIS Department**  
Approve Quotation # Q-488203 between Environmental Systems Research, Inc., and Adams County in the amount of \$16,750.00, plus sales tax, for the ArcGIS Enterprise Jumpstart service package.

**Resolution No. R-021-2023**

Approve Resolution No. R-021-2023 In the Matter of Adopting the Job Description for Position No. 701 – Lead Deputy District Court Clerk and Classification of the Same

**Correspondence – None**

**Correspondence Sent**

Letter to Senators Patty Murray and Maria Cantwell, U.S. Representatives Cathy McMorris Rogers and Dan Newhouse, Governor Jay Inslee re: Eastern Washington Council of Governments opposition to breaching the four Lower Snake River Dams

**Board Updates**

Commissioner Garza reported he attended a webinar on the election process; a Broadband Action Team (BAT) meeting; and, a virtual legislative update. Garza noted he is continuing to review Spanish language proficiency testing options.

Commissioner Blankenship reported attending the Broadband Action Team (BAT) meeting, noting Kyle Niehenke, Executive Director, Adams County Development Council, and Kara Riebold, Executive Director, Port of Whitman, toured areas of Adams County for Broadband purposes. Additionally, Blankenship noted he would like Consultant John Culton to meet individually with each Commissioner to review funding strategies.

Commissioner Weise reported his activities include review of contracts, budgeting, juvenile staffing request, and future collective bargaining negotiations. Weise noted he is reviewing the office needs in the Othello area and will discuss the matter further during Wednesday's Board meeting

**Board Discussion/Decision Items**

**Human Resources**

Manager Campbell cancelled her scheduled appointment.

### **Resolution No. R-022-023**

The Board reviewed Resolution No. R-022-2023 for the purpose of clarifying language contained in the resolution.

Commissioner Blankenship moved, Garza seconded, to *approve Resolution No. R-022-2023 In the Matter of Adopting the Modified Job Description for Position No. 702 – Deputy District Court Clerk.* **Motion carried.**

### **Hazard Mitigation Grant**

Commissioner Weise reported Washington State has requested, and received, an extension from FEMA for the program period. A modified grant agreement will be forthcoming for Board consideration.

### **WSAC Special Assessment**

Adams County received Invoice No. NCPL2023-01 from Washington State Association of Counties (WSAC) as a special assessment supporting the National Center for Public Land Counties in the amount of \$1,843.

Commissioner Blankenship reported, for some counties, a significant percentage of their budget is provided through a payment in lieu of taxes (PILT) monies, noting when problems arise with the agency paying those monies, counties have difficulty resolving issues. Each of the counties that receive PILT monies are being asked to contribute one percent (1%) of the last consistency funding allocation. The assessment is considered a voluntary assessment. The funding is expected to be sufficient in creating a self-sustaining foundation for planning and research for public lands counties.

No action was taken pending Commissioner Blankenship reviewing the matter further during the upcoming Legislative Steering Committee meeting.

### **Public Works**

Director O'Brien provided updates on road maintenance activities, noting crews are blading; crack sealing; brooming; and, will be applying sterilant as weather allows. Additionally, updates were provided on solid waste activities; maintenance and operation of facilities; and, equipment.

Engineer Yaeger provided updates on Deal Road and Hatton Road projects. Guardrail repairs were completed last week on Lee and Booker Roads.

### Booker Road Overlay #1 Project

Engineer Yaeger reported the Public Works Department received a Quality in Construction Award recognizing excellence in asphalt pavements for 2022 for the Booker Road Overlay #1 project. The contractor, Granite Construction Company, submitted the project to the National Asphalt Pavement Association (NAPA).

### Solid Waste Advisory Committee

Public Works Director O'Brien reported a Solid Waste Advisory Committee (SWAC) meeting is scheduled for Wednesday, April 19, 2023 at 1:00 p.m. in the Public Works conference room, Ritzville.

### Interlocal Agreement for Telecommunication Services

Commissioner Garza moved, Blankenship seconded, to *authorize the Chairman to sign Interlocal Agreement for Telecommunication Services between Petrichor Broadband, LLC, and Adams County for the purpose of Petrichor providing Broadband related telecommunication services.*

**Motion carried.**

### Emergency Management Performance Grant Agreement

Commissioner Weise reviewed Emergency Management Performance Grant Agreement #E23-223 between Washington State Military Department and the U.S. Department of Homeland Security and Adams County in the amount of \$16,750. Weise noted the grant amount did not include Washington State sales tax, however, GIS Director Stolsig reported he has the ability within his budget to pay the sales tax of approximately \$1,600.

Commissioner Garza moved, Blankenship seconded, to *authorize the Chairman to sign Emergency Management Performance Grant Agreement #E23-223 between Washington State Military Department and the U.S. Department of Homeland Security and Adams County in the amount of \$16,750 for the period January 1, 2023 through September 30, 2023 for the purpose of preparing for all hazards through sustainment and enhancement of those programs as described in the Work Plan; and related documents – Debarment Form (Chairman); and, Signature Authorization Form (full Board).* **Motion carried.**

### Agreement for Professional Services – Computer Deployment Plan

Commissioner Garza moved, Blankenship seconded, to *approve Memorandum of Understanding and Agreement for Professional Services*

*between Adams County and Emmanuel Atilano to provide services for the Computer Deployment Plan (CDP) for the period April 7, 2023 through May 31, 2023 with compensation set at \$2,500. **Motion carried.***

Commissioner Blankenship moved, Garza seconded, to *approve Memorandum of Understanding and Agreement for Professional Services between Adams County and Jonathan Garza to provide services for the Computer Deployment Plan (CDP) for the period April 6, 2023 through May 31, 2023 with compensation set at \$2,500. **Motion carried.***

**Other Business – None**

**Permanent Minutes Signed**

March 21 and 22, 2023

**Executive Session**

At 11:29 a.m. Chairman Weise announced the Board would recess into Executive Session for fifteen (15) 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, Prosecutor Flyckt was present.

At 11:44 a.m. the Board reconvened from Executive Session. No action taken.

**Adjournment @ 11:58 a.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/Dan C. Blankenship, Vice-Chairman  
s/Miguel A. Garza Commissioner

**RESOLUTION NO. R-021-2023**

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

**IN THE MATTER OF ADOPTING THE JOB DESCRIPTION FOR POSITION NO. 701 –  
LEAD DEPUTY DISTRICT COURT CLERK AND CLASSIFICATION OF THE SAME**

**WHEREAS**, job descriptions are periodically reviewed and updated for accuracy; and,

**WHEREAS**, the current Deputy District Court Clerk positions are classified at Range B on the Courthouse Bargaining Unit Salary Schedule; and,

**WHEREAS**, the Board has been provided with a Lead Deputy District Court Clerk job description along with comparable salary ranges of the position.

**NOW THEREFORE BE IT HEREBY RESOLVED** that the attached job description for Position No. 701 – Lead District Court Clerk is hereby adopted.

**BE IT FURTHER RESOLVED** that this position is classified at Range F on the Collective Bargaining Unit Salary Schedule, effective April 1, 2023.

**DATED** this 11th day of April, 2023.

BOARD OF COUNTY COMMISSIONERS  
ADAMS COUNTY, WASHINGTON  
s/Jay R. Weise, Chairman  
s/Dan C. Blankenship, Vice Chairman  
s/Miguel A. Garza, Commissioner

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

**RESOLUTION NO. R-022-2023**

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

**IN THE MATTER OF ADOPTING THE MODIFIED JOB DESCRIPTION FOR  
POSITION NO. 702 – DEPUTY DISTRICT COURT CLERK**

**WHEREAS**, job descriptions are periodically reviewed and updated for accuracy; and,

**WHEREAS**, the Deputy District Court Clerk positions are currently divided into Clerk I, II, and III; and,

**WHEREAS**, the Courts are desirous of modifying the Deputy District Court Clerk positions into Lead Deputy District Court Clerk positions and Deputy District Court Clerk positions; and,

**WHEREAS**, Position No. 701 – Lead Deputy District Court Clerk was adopted by Resolution No. R-021-2023.

**NOW THEREFORE BE IT HEREBY RESOLVED** that the attached modified job description for Position No. 702 – District Court Clerk is hereby adopted.

**BE IT FURTHER RESOLVED** that this position will remain classified at Range B on the Collective Bargaining Unit Salary Schedule, effective April 1, 2023.

**BE IT FURTHER RESOLVED** that prior Deputy District Court Clerk positions Clerk I, II, and III are hereby rescinded.

**DATED** this 11th day of April, 2023.

BOARD OF COUNTY COMMISSIONERS  
ADAMS COUNTY, WASHINGTON  
s/Jay R. Weise, Chairman  
s/Dan C. Blankenship, Vice Chairman  
s/Miguel A. Garza, Commissioner

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