

## COMMISSIONERS' PROCEEDINGS

Adams County Courthouse  
Ritzville, Washington  
Regular Meeting

May 9, 2023 – 9:01 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 Garza moved, Blankenship seconded, to *approve the agenda as presented*: **Motion carried.**

### **Consent Agenda**

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

### **Minutes**

Approve Preliminary Minutes of April 25 and 26, 2023

### **Payroll**

Approve April 16 – 30, 2023 Payroll in the amount of \$502,748.41; and, Benefits in the amount of \$262,685.11 (Warrant # Series 533023-533029; Direct Deposit # Series 75139-76315; Benefit/Deduction # Series 1170710-1170719)

### **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	23-5791 – 23-5820	\$ 36,384.77
0018H	23-5821	\$ 123.23
103	23-5822 – 23-5823	\$ 3,813.65
103A	23-5824	\$ 117.99
104	23-5825 – 23-5847	\$ 23,818.27
106	23-5848 – 23-5851	\$ 18,790.55
112	23-5851A – 23-5854	\$ 598.96
122	23-5855	\$ 37,531.00
123	23-5856 – 23-5858	\$ 2,516.10
131	23-5859	\$ 3,110.00
166	23-5860 – 23-5866	\$ 2,423.37
502	23-5867 – 23-5877	\$ 66,178.91
108	550 – 554	\$ 746.13
115	555 – 565	\$ 4,833.59
401	566 – 570	\$ 18,268.56
501	571 – 576	\$ 16,821.37
590	577 – 596	\$ 21,393.13
	TOTAL	\$257,469.58

**Resolution No. R-024-2023** **Public Works Department**  
 Approve Resolution No. R-024-2023 In the Matter of Notice of Call for Bids for Two (2) Used, Diesel 10 Wheel Tractor Chassis. Bid opening is set for June 6, 2023 at 1:30 p.m. in Room 202 of the Adams County Courthouse, Ritzville.

**Resolution No. R-025-2023** **Central Services**  
 Approve Resolution No. R-025-2023 In the Matter of Creating Adams County Position No. 403 – Network Analyst; Adopting the Job Description; and, Establishing the Compensation Level.

**Grant Agreement E23-041, Amend. No. 1** **Emergency Management**  
 Approve Grant Agreement No. E23-041, Amendment No. 1, between Washington State Military Department and the Energy Facility Site Evaluation Council (EFSEC) and Adams County to revise the contract amount from \$32,148 to \$35,448.

## **Agreement for Environmental Health Services      Health Department**

Approve Agreement for Environmental Health Services between Adams County Health Department and Grant County Health District for the purpose of Grant County providing Adams County, when necessary, onsite sewage regulatory services, Food Plan reviews and pre-opening inspections, and for solid waste program assistance.

## **Correspondence**

Notice of Cannabis License Application re: Okanogan Natural Farms, 1199 W. Cunningham Road, Othello (*change of location application*)

## **Board Updates**

Commissioner Garza reported on activities that included a Broadband Action Team (BAT) meeting; and the Law Day demonstration coordinated by the Prosecutor's office.

Commissioner Blankenship reported that he sat in on a Broadband meeting in Ellensburg last week; he was in Pullman presenting an award in the memory of his mother; and he is researching the deluge of federal funding, specifically infrastructure and potential funding sources of jail improvements and jail staffing.

Commissioner Weise is continuing to research collective bargaining agreements and county budgets.

## **Board Discussion/Decision Items**

### **Human Resources**

Manager Campbell reported measures for heat exposure for county employees will need to be implemented pursuant to new L&I guidelines. Additionally, Campbell reported on vacant county positions; Spanish language proficiency testing; and, the labor relations conference attended last week in Yakima.

## **Public Works**

Public Works Director O'Brien and Engineer Yaeger were unavailable to meet.

## **Executive Session**

At 10:14 a.m. Chairman Weise announced the Board would recess into Executive Session for thirty (30) 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 Civil Attorney Barden and Human Resource Manager Campbell.

At 10:44 a.m. the Board reconvened from Executive Session. No action taken.

### **Adams County Pet Rescue**

Kyya Grant, Adams County Pet Rescue, reported on the current financial status of the Pet Rescue organization, noting Parvo was an issue in January, and the facility was shut down again this month due to the same issue. During the periods of facility shut down there is no adoption income and without a source of income, the facility may have to close. Additional funding sources were discussed. The Board reported the county is willing to enter into a contract with Pet Rescue for shelter services in the amount of \$60,000 for 2023, noting a contract is being prepared for mutual approval by Pet Rescue and Adams County.

### **Other Business – None**

### **Permanent Minutes Signed**

April 18 and 19, 2023

### **Recess @ 11:50 a.m.**

### **Reconvene @ 1:00 p.m.**

### **Closed Session**

At 1:36 p.m. Chairman Weise announced the Board would recess into Closed Session for thirty (30) 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 Sheriff Wagner; Civil Attorney Barden; and, Human Resource Manager Campbell.

At 2:06 p.m. the Board reconvened from Closed Session.

**Adjournment @ 2:25 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/Dan C. Blankenship, Vice-Chairman  
s/Miguel A. Garza Commissioner

**RESOLUTION NO. R-024-2023**

**NOTICE OF CALL FOR BIDS**

Adams County Washington Department of Public Works

Notice is hereby given by the Board of Adams County Commissioners that sealed bids will be received at their office in the Courthouse, 210 W. Broadway, Ritzville, Washington, 99169 until **1:30 p.m., Tuesday, June 6, 2023** at which time and place they will be publicly opened and read for purchase and delivery of the following:

**Two (2) Used, Diesel 10 Wheel Tractor Chassis**

Please identify bids on the outside of the envelope as:  
**“SEALED BID – Diesel 10 Wheel Tractor Chassis**

Specifications and bid forms are available at the Adams County Public Works Department office, 210 W. Alder, Ritzville, Washington, 99169 or [www.co.adams.wa.us/departments/fleet.asp](http://www.co.adams.wa.us/departments/fleet.asp). Bids must be on the forms provided by the Public Works Department office and be attached to the County specifications.

Bidders shall submit their bid in separate sealed envelope addressed to the Adams County Board of Commissioners, 210 W. Broadway, Ritzville, Washington 99169. The Board of Adams County Commissioners reserves the right to reject any or all bids, to waive informalities or irregularities in the bids or in the bidding, if the best interest of Adams County will be served, or to accept the bid, which in their opinion serves the best interest of Adams County.

Bidders are advised that Adams County, being a municipal corporation, is exempt from Federal excise tax.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

Dated this 9<sup>th</sup> day of May, 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-025-2023**

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

**IN THE MATTER OF CREATING ADAMS COUNTY POSITION NO. 403 – NETWORK ANALYST; ADOPTING THE JOB DESCRIPTION; AND, ESTABLISHING THE COMPENSATION LEVEL**

**WHEREAS**, the Central Services Director is responsible to plan, organize, direct, and control all activities within the Central Services Department; and

**WHEREAS**, the Central Services Director has presented a need for a position of Network Analyst within the Department; and

**WHEREAS**, there was concurrence that the creation of the position would enhance the delivery of technology services to county departments.

**THEREFORE BE IT HEREBY RESOLVED** that Position No. 430 – Network Analyst 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 said position is set at Range 5 of the Adams County Exempt Employee Salary Schedule.

**DATED** this 9th day of May, 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