

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

September 5, 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 Blankenship moved, Garza seconded, to *approve the agenda as presented*. **Motion carried.**

Consent Agenda

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

Minutes

Approve Preliminary Minutes of August 15 and 16, 2023
Approve Preliminary Minutes of August 22 and 23, 2023

Payroll

Approve August 1 – 15, 2023 Payroll in the amount of \$534,538.43; and, Benefits in the amount of \$95,557.13 (Warrant # Series 533076-533084; Direct Deposit # Series 77406-77590; Benefit/Deduction # Series 1172881-1172889)

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	23-7306 – 23-7352	\$ 61,923.65
0018H	23-7353 – 23-7356	\$ 2,149.00
103	23-7357 – 23-7358	\$ 262.39
103A	23-7359	\$ 72.05
104	23-7360 – 23-7366	\$ 1,951.81
105	23-7367	\$ 69,164.06
106	23-7368 – 23-7369	\$ 530.91
112	23-7370 – 23-7373	\$ 3,582.53
119	23-7374	\$ 2,265.97
123	23-7375 – 23-7376	\$ 2,591.75
130	23-7377	\$ 965.60
131	23-7378 – 23-7379	\$ 4,547.41
502	23-7380 – 23-7392	\$ 13,463.83
108	1180 – 1182	\$ 2,183.53
115	1183 – 1190	\$173,370.24
321	1191 – 1192	\$ 65,858.77
401	1193 – 1199	\$ 41,436.12
501	1200 – 1205	\$ 3,814.88
590	1206 – 1225	\$ 36,206.61
	TOTAL	\$486,341.11

Correspondence – None

Board Updates

Commissioner Garza reported on the LEOFF meeting, noting policies and procedures are being reviewed.

Commissioner Blankenship reported on discussions involving federal grants and the county’s ability to apply for them; and, Broadband activities.

Commissioner Weise reported he is continuing to work on the 2024 budget.

Board Discussion/Decision Items

Inventory Disposal Items – Adams County Clerk

County Clerk Sloan requested the following items be disposed of as they are no longer of any use or value:

Inventory No.

5212	two (2) drawer wood grain filing cabinet
1768	three (3) drawer filing cabinet
1788	three (3) drawer filing cabinet
1779	four (4) drawer filing cabinet
1781	four (4) drawer filing cabinet
5209	four (4) drawer Honn filing cabinet
5208	four (4) drawer cream colored file cabinet
5214	four (4) drawer filing cabinet
5215	four (4) drawer Honn filing cabinet
1728	rolling slanted wooden cart
1952	desk
1543	grey chair
n/a	wooden book shelf – not sturdy

Commissioner Garza moved, Blankenship seconded, to *authorize the Adams County Clerk to dispose of the above-listed inventory items as they are no longer of any use or value.* **Motion carried.**

Human Resources

Manager Campbell reported the job description for Position #1402 – Deputy Clerk has been updated and modernized. The matter will be placed on the September 12, 2023 consent agenda for approval.

Additionally, Campbell reported she has received 2024 Public Employees Benefits Board (PEBB) coverage rates.

Public Works

Public Works Director O'Brien and Engineer Yaeger reported on road maintenance, noting crews are working on pre-level and will then concentrate on fall maintenance. Additionally, updates were provided on solid waste; facilities; and the Broadband project.

Tractor Mower

Director O'Brien reported Yakima County has a 2006 John Deere 6615 mower with 564 hours on it. Yakima County has plans to surplus the mower this fall at a cost of \$40,000. O'Brien noted the mower is in good condition. The Board provided **consensus authorization to move forward with obtaining an inter-governmental agreement with Yakima County for the purchase of a surplus 2006 John Deere 6615 mower.**

Engineering

Engineer Yaeger updated the Board on the Deal Road project, noting paving is scheduled to begin this week; and the Hatton Road Safety project, noting culvert work will begin next week.

Solar Energy Facilities

Additional time is necessary for the Board to review the materials for the Solar Energy Facility proposed ordinance. The matter is tabled until such time the Board has been able to properly review the same.

Other Business – None

Permanent Minutes Signed

August 8 and 9, 2023

Executive Session – Employee Evaluation

At 11:00 a.m. Chairman Weise announced the Board would recess into Executive Session for thirty (30) minutes under RCW 42.030.110(1)(g) – “to review the performance of a public employee.” Human Resource Manager Campbell was present.

At 11:30 a.m. the Board reconvened from Executive Session.

Human Resources

The Board provided **consensus authorization to grant Human Resource Manager Kathleen Campbell a step increase from R3/S4 to R3/S5 on the Adams County Management Salary Schedule, effective September 6, 2023, based on achieving a satisfactory level of performance during the respective evaluation period.**

Adjournment @ 11:39 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-036-2023

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM CURRENT EXPENSE FUND
#001 TO COURTHOUSE O&M FUND #501**

WHEREAS, funds were allocated in the 2023 Current Expense Fund #001 for the operation of Courthouse O&M Fund #501.

THEREFORE, BE IT HEREBY RESOLVED that One hundred fifty thousand and no/100 dollars (\$150,000) be transferred from Current Expense Fund #001 BARS 597.18.00.01 to Courthouse O&M Fund #501 BARS 397.18.30.00.

DATED this 5th day of September, 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