

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

December 19, 2016

(Monday)

Call to Order @ 8:30 a.m.

Present:

Chairman John N. Marshall
Vice-Chairman Jeffrey W. Stevens
Commissioner Roger L. Hartwig

[11:11:05 AM](#)

Exit Conference – Accountability/Financial Audit 2015

The exit conference for the 2015 Accountability/Financial Audit was conducted by Ginny Waltman, Audit Manager; Lucila Sanchez, Assistant Audit Manager; and, Shelby Bigness, Assistant Auditor (Lead).

The areas examined during the financial audit included internal controls over financial reporting; cash balances; revenues and expenditures; and, compliance with GASB 68 (pension reporting requirements). The audit produced no findings.

The areas examined during the accountability audit included payroll; general disbursements; and, credit card use. The audit produced no findings.

The next accountability/financial audit is scheduled for September, 2017 with an estimated cost of \$27,000, plus travel expenses. A federal audit is anticipated in 2017 with an estimated cost of \$16,400, plus travel expenses.

[11:43:34 AM](#)

Recess @ 12:00

Reconvene @ 1:00 p.m.

[2:05:07 PM](#)

Public Works

Public Works Director O'Brien reported on snow plowing activity in all areas.

O'Brien reported on facilities, noting a break-in at the Bruce transfer station.

Annual Road Construction Program

Engineer Yaeger reviewed the nine proposed projects listed on the 2017 Annual Road Construction Program as well as the 2017 equipment purchase list.

McManamon Road Bridge

Engineer Yaeger reported the Bureau of Reclamation has forwarded a corrected Quit Claim Deed and Excise Tax Affidavit regarding McManamon Road Bridge and requested the documents, previously approved on November 21, 2017, be presented for signature. The Bureau inadvertently omitted "U.S." in referencing Bureau of Reclamation on the original document. The Board approved signing the corrected documents, noting the substance of the Quit Claim Deed was not altered.

Lee Road Safety Project (CRP-177)

Commissioner Stevens moved, Hartwig seconded, to *approve Pay Estimate #2 and Final for the Lee Road Safety Project (CRP-177), to Wheeler Excavation, LLC, Benton City, WA in the amount of \$110,883 for the period 10/29/2016 through 11/18/2016.* **Motion carried.**

[2:32:29 PM](#)

[3:36:22 PM](#)

Reclassification

Commissioner Stevens moved, Hartwig seconded, to *approve reclassification of the following positions:*

- *three (3) Area Maintenance Supervisors currently classified at EE3, reclassified to EE5*
- *Facility Manager currently classified at EE1, reclassified to EE3*
- *Solid Waste Operations Supervisor currently classified at EE1, reclassified to EE2*
- *Building and Planning Director currently classified at M1, reclassified to M3*

Reclassifications are effective January 1, 2017. **Motion carried.** The Board will officially adopt the reclassifications by resolution at a later date.

Cost of Living Allowance (COLA)

Commissioner Hartwig moved, Stevens seconded, *approve a COLA increase of one and one-half percent (1 1/2%) to non-union employees; non-union exempt employees; and, non-union management employees, effective January 1, 2017.* **Motion carried.**

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[3:43:52 PM](#)

Annual Road Construction Program

Commissioner Hartwig moved, Stevens seconded, to *approve Resolution No. R-036-2016 In the Matter of Adopting the 2017 Annual Road Construction Program*. Motion carried.

Resolution No. R-038-2016

Commissioner Stevens moved, Hartwig seconded, to *approve Resolution No. R-038-2016 In the Matter of Transferring Funds from County Road Fund #115 to Current Expense Fund #001 for Traffic Policing Purposes*. Motion carried.

2016 Assessed Valuations

2017 Tax Levy Limitations

Assessor Brewer placed on file with the Board the 2016 Valuations upon which the 2017 Tax will be based for Current Expense as well as County Road.

Increasing Taxing District's Regular Levy

Commissioner Hartwig moved, Stevens seconded, to *approve Resolution No. R-039-2016 In the Matter of Increasing the Taxing District's Regular Levy from which was Levied the Previous Year (Current Expense) per RCW 84.55.120*. Motion carried.

Commissioner Stevens moved, Hartwig seconded, to *approve Resolution No. R-040-2016 In the Matter of Increasing the Taxing District's Regular Levy from which was Levied the Previous Year (County Road) per RCW 84.55.120*. Motion carried.

Tax Levies Certification

Commissioner Hartwig moved, Stevens seconded, to *approve Resolution No. R-041-2016 In the Matter of Tax Levies Certification for 2017 and County Population Certification as of April 1, 2016*. Motion carried.

Levy Certification

Commissioner Stevens moved, Hartwig seconded, to *authorize the Chairman to sign the Levy Certification for Collection of Levy Amounts for Current Expense in 2017; and, the Levy Certification for Collection of Levy Amounts for County Road in 2017*. Motion carried.

Consent Agenda

Commissioner Hartwig moved, Stevens seconded, to *approve the Consent Agenda*. Motion carried.

Preliminary minutes of December 12 and 14, 2016

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	164360 – 164411	\$ 45,510.21
103	164412 – 164417	\$ 4,516.73
104	164418 – 164428	\$ 12,192.86
105	164428A – 164429	\$ 11,878.42
106	164430 – 164434	\$ 2,276.35
112	164435	\$ 28.45
117	164436 – 164438	\$ 3,052.69
122	164439 – 164444	\$ 42,304.10
123	164445 – 164446	\$ 461.87
166	164447 – 164455	\$ 2,444.59
502	164456 – 164460	\$ 1,274.79
108	1997	\$ 123.00
115	1998 – 2018	\$159,410.91
401	2019 – 2031	\$ 24,638.48
501	2032 – 2036	\$ 3,749.32
590	2037 – 2060	\$ 37,756.98
	TOTAL:	\$351,619.75

Resolution No. R-037-2016 In the Matter of Transferring Funds from Crime Victims Comp Fund #135 to Current Expense Fund #001

Resolution No. R-043-2016

Commissioner Hartwig moved, Stevens seconded, to *approve Resolution No. R-043-2016 In the Matter of Reclassifying Adams County Fund #112 Jail Inmate Welfare Reserve*. Motion carried.

Resolution No. R-044-2016

Commissioner Stevens moved, Hartwig seconded, to *approve Resolution No. R-044-2016 In the Matter of Reclassifying Adams County Criminal Justice Fund #105*. Motion carried.

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[4:25:40 PM](#)

Amend 2016 Adams County Budget

Commissioner Stevens moved, Hartwig seconded, to *approve Resolution No. R-042-2016 In the Matter of Amending the 2016 Adams County Budget*. Motion carried.

Commissioner Stevens noted the amendments were larger than expected this year. Commissioner Hartwig noted county revenues are stagnant and departments will need to increase efforts to stay within their budgets. Chairman Marshall agreed, stating departments are expected to work within their approved budgets.

[4:28:35 PM](#)

Permanent Minutes Signed

December 5 and 7, 2016

Correspondence Received

Adams County Noxious Weed Board Control Board re: Minutes of October 11, 2016 and Agenda for December 13, 2016

Janet Sackmann, Commissioner, Adams County Cemetery District #3, Lind re: resignation

Notice of Marijuana License Application re: Vosk, 2310 W. Sutton Road, Suite A1, Othello, WA

City of Othello, Clerk Kudrna re: Ordinance No. 1483 Ad Valorem Property Taxes in 2017

Adjournment @ 4:35 p.m.

Submitted:

s/Patricia J. Phillips

Clerk of the Board

Edited and Approved:

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/John N. Marshall, Chairman
s/Jeffrey W. Stevens, Vice-Chairman
s/Roger L. Hartwig, Commissioner

RESOLUTION NO. R-036-2016

**ORDER OF BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
IN THE MATTER OF ADOPTING THE 2017 ANNUAL ROAD CONSTRUCTION
PROGRAM**

WHEREAS, the County Road Administration Board Standards of Good Practice requires the adoption of the Annual Road Construction Program in accordance with WAC 136 Chapter 16;

THEREFORE BE IT RESOLVED that the Annual Road Construction Program for 2017 as presented by the Adams County Engineer and filed and attached hereto is adopted.

DATED this 19th day of December, 2016.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/John N. Marshall, Chairman
s/Jeffrey W. Stevens, Vice-Chairman
s/Roger L. Hartwig, Commissioner

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

RESOLUTION NO. R-037-2016

**ORDER OF BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
IN THE MATTER OF TRANSFERRING FUNDS FROM CRIME VICTIMS COMP FUND
#135 TO CURRENT EXPENSE FUND #001**

WHEREAS, funds were allocated in the Crime Victims Comp Fund #135 for partial support of personnel in Current Expense for the 2016 Budget Year;

THEREFORE BE IT HEREBY RESOLVED that Nineteen Thousand and no/100 dollars (\$19,000) be transferred from Crime Victims Comp Fund #135, BARS 597.15.10.001 to Current Expense Fund #001, BARS 397.15.10.00.

DATED this 19th day of December, 2016.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/John N. Marshall, Chairman
s/Jeffrey W. Stevens, Vice Chairman
s/Roger L. Hartwig, Commissioner

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

RESOLUTION NO. R-038-2016

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

**IN THE MATTER OF TRANSFERING FUNDS FROM COUNTY ROAD FUND #115 TO
CURRENT EXPENSE FUND #001 FOR TRAFFIC POLICING PURPOSES.**

WHEREAS, on January 25, 2016 Adams County Board of County Commissioners allocated funds from County Road Fund #115 to the Current Expense Fund #001 in the amount of \$100,000, with reimbursement not to exceed \$25,000 quarterly, for the purpose of providing traffic policing and road related services,

WHEREAS, on February 16, 2016 the Adams County Board of County Commissioners and the Adams County Sheriff entered into a Traffic Policing for County Roads Agreement to provide annual funding from County Road Fund #115 to the Current Expense Fund #001 for the exclusive use by the Adams County Sheriff's Department for the sole purpose of providing traffic policing and road related services,

WHEREAS, on February 17, 2016 Adams County Department of Public Works and the Adams County Sheriff's Department entered into the Memorandum of Understanding between the Departments for Traffic Policing on County Roads;

NOW THEREFORE BE IT HEREBY RESOLVED that Twenty five thousand and no/100 dollars (\$25,000) be transferred from County Road Fund #115 Bars 597.21.70.00 to the Current Expense Fund #001 Bars 397.21 for payment for Traffic Policing Activities for the 3rd quarter of 2016 being from July 1, 2016 to September 30, 2016.

DATED this 19th day of December, 2016.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/John N. Marshall, Chairman
s/Jeffrey W. Stevens, Vice-Chairman
s/Roger L. Hartwig, Commissioner

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

RESOLUTION NO. R-039-2016

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

**IN THE MATTER OF INCREASING THE TAXING DISTRICT'S REGULAR LEVY FROM
THAT WHICH WAS LEVIED THE PREVIOUS YEAR (CURRENT EXPENSE) PER RCW
84.55.120**

WHEREAS, the Legislative Authority of Adams County has met and considered its budget for the calendar year 2017; and,

WHEREAS, the districts actual levy amount from the previous year was **\$3,479,418**; and,

WHEREAS, the population of this district is more than 10,000;

NOW, THEREFORE, BE IT RESOLVED by the Legislative Authority of Adams County that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2017 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be **\$32,173**, which is a percentage increase of **0.92467%** from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in value of state assessed property, and annexations that have occurred and refunds made.

DATED this 19th day of December, 2016.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/John N. Marshall, Chairman
s/Jeffrey W. Stevens, Vice-Chairman
s/Roger L. Hartwig, Commissioner

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

RESOLUTION NO. R-040-2016

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

IN THE MATTER OF INCREASING THE TAXING DISTRICT'S REGULAR LEVY FROM THAT WHICH WAS LEVIED THE PREVIOUS YEAR (COUNTY ROAD) PER RCW 84.55.120

WHEREAS, the Legislative Authority of Adams County has met and considered its budget for the calendar year 2017; and,

WHEREAS, the districts actual levy amount from the previous year was **\$1,700,384**; and,

WHEREAS, the population of this district is less than 10,000;

NOW, THEREFORE, BE IT RESOLVED by the Legislative Authority of Adams County that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2017 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be **\$17,004**, which is a percentage increase of **1.0%** from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in value of state assessed property, and annexations that have occurred and refunds made.

DATED this 19th day of December, 2016.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/John N. Marshall, Chairman
s/Jeffrey W. Stevens, Vice-Chairman
s/Roger L. Hartwig, Commissioner

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

RESOLUTION NO. R-041-2016

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

**IN THE MATTER OF TAX LEVIES CERTIFICATION FOR 2017 AND COUNTY
POPULATION CERTIFICATION AS OF APRIL 1, 2016**

WHEREAS, the attached document stipulates levy requests provided to the Board of County Commissioners for collection in 2017;

THEREFORE BE IT HEREBY RESOLVED that the attached tax levies are certified to the Adams County Assessor; and,

BE IT FURTHER RESOLVED that the Adams County population is hereby certified at 19,510 as of April 1, 2016 as transmitted by the Office of Financial Management, Olympia, Washington.

DATED this 19th day of December, 2016.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/John N. Marshall, Chairman
s/Jeffrey W. Stevens, Vice Chairman
s/Roger L. Hartwig, Commissioner

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

RESOLUTION NO. R-042-2016

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

IN THE MATTER OF AMENDING THE 2016 ADAMS COUNTY BUDGET

WHEREAS, unanticipated expenses have necessitated the need for an amendment to the Adams County 2016 Budget; and,

WHEREAS, the public was legally notified of the hearing regarding the matter on December 1 and December 8, 2016; and,

WHEREAS, a public hearing was held on Monday, December 12, 2016, and all comments were heard and considered;

THEREFORE BE IT HEREBY RESOLVED that the 2016 Adams County Budget is amended as follows:

	<u>Budget</u>	<u>Change</u>	<u>Revised</u>
<u>Current Expense - #001</u>			
Superior Court #010	\$ 233,678		
Operating Expense		\$ 50,000	\$ 283,678
Othello District Court #016	\$ 276,318		
Personnel		\$ 2,000	
Operating Expense		\$ 8,000	\$ 286,318
Prosecutor #045	\$ 631,617		
Personnel		\$ 20,000	\$ 651,617
LEOFF #060	\$ 45,000		
Benefits		\$ 3,000	\$ 48,000
Police Operations #065	\$ 1,792,646		
Personnel		\$ 23,978	
Operating Expense		\$ 33,323	
Capital Expense		\$ 2,755	\$ 1,852,702
Building and Planning #087	\$ 265,011		
Operating Expense		\$ 10,000	\$ 275,011
Coroner #090	\$ 24,200		
Personnel		\$ 5,000	\$ 29,200
TOTAL CURRENT EXPENSE		\$ 158,056	
<u>E-911 Reserve #103A</u>			
Capital Expense	\$ 0	\$ 255,000	\$ 255,000
<u>Criminal Justice #105</u>			
Operating Expense	\$ 592,500	\$ 15,000	\$ 607,500
<u>Criminal Justice Sales Tax #105A</u>			
Operating Expense	\$ 119,340	\$ 10,000	
Capital Expense		\$ 29,000	\$ 158,340
<u>Auditor O&M #116</u>			
Capital Expense	\$ 58,880	\$ 2,000	\$ 60,880
<u>Tourism Enhancement #120</u>			
Operating Expense	\$ 0	\$ 2,000	\$ 2,000
<u>Distressed Co. Pub. Facilities #122</u>			
Operating Expense	\$ 174,002	\$ 70,000	\$ 244,002
<u>RSO #131</u>			
Operating Expense	\$ 36,400	\$ 1,717	\$ 38,117
<u>Debt Service #210</u>			
	\$ 184,902	\$ 1,500	\$ 186,402

<u>Capital Projects #322</u>				
Capital Expense	\$	0	\$ 27,000	\$ 27,000
<u>RE Admin. Asst. #323A</u>				
Operating Expense	\$	450	\$ 1,000	\$ 1,450
TOTAL AMENDMENTS ALL FUNDS			\$ 572,273	

DATED this 19th day of December, 2016.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/John N. Marshall, Chairman
s/Jeffrey W. Stevens, Vice-Chairman
s/Roger L. Hartwig, Commissioner

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

RESOLUTION NO. R-043-2016

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

IN THE MATTER OF RECLASSIFYING ADAMS COUNTY FUND #112 JAIL INMATE WELFARE RESERVE

WHEREAS, the Board of Commissioners established Fund #112 Jail Inmate Welfare Reserve Fund on the 7th day of April, 1997 with Resolution No. R-40-97 pursuant to restrictions of the revenues by WAC 289-22-200, which provided "proceeds from a jail facility store shall be used for operation and maintenance of the commissary service and/or prisoner welfare expenses"; and

WHEREAS, WAC 289-22-200 was de-codified by the State Legislature in 2006, which eliminated the restrictions on how proceeds from a jail facility store may be expended; and

WHEREAS, Adams County must re-classify Fund #112 Jail Inmate Welfare Reserve Fund to meet the accounting and reporting requirements prescribed by the State Auditor's Office through its BARS manual; and

WHEREAS, the Adams County Jail continues to have revenues and expenditures and provides commissary services to the inmates and these expenditures will be recorded within the General Fund of Adams County within the department titled "Jail Care and Custody"; and

WHEREAS, budget appropriations shall be made out of the Jail Care and Custody department of the Current Expense (General) Fund; the revenues from commissary sales will be deposited into Current Expense Fund to offset the costs beginning January 1, 2017; and

WHEREAS, it is the intention of the Adams County Board of Commissioners that the ending fund balance that has accumulated in Fund #112 be used for operations and improvements of the jail facility. The best way to keep the funds separate from other Current Expense reserve funds is to form a separate reserve sub-fund of the Current Expense Fund; and

WHEREAS, the ending balance in Fund #112 shall be moved to the newly created Current Expense Sub Fund #001F Jail Operation and Improvement Reserve on January 1, 2017. Fund #001F will be used for expenses related to the operations and improvements of the Adams County Jail,

THEREFORE BE IT HEREBY RESOLVED that Fund #112 Jail Inmate Welfare Reserve Fund shall be reclassified on January 1, 2017. The purchase(s) of inmate commissary supplies and the revenues from the sales of these supplies beginning January 1, 2017 shall be from the Jail Care and Custody department of Current Expense. The ending fund balance of Fund #112 will be reclassified and moved to Current Expense Fund #001F on January 1, 2017.

DATED this 19th day of December, 2016.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/John N. Marshall, Chairman
s/Jeffrey W. Stevens, Vice-Chairman
s/Roger L. Hartwig, Commissioner

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

RESOLUTION NO. R-044-2016

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

**IN THE MATTER OF RECLASSIFYING ADAMS COUNTY CRIMINAL JUSTICE FUND
#105**

WHEREAS, the Board of Commissioners established Criminal Justice Fund #105 on the 14th day of January, 1991 with Resolution No. R-05-91. This special revenue fund was established for the deposit of revenues governed by RCW 82.14.310(3), which requires that they be used for Criminal Justice expenses; and

WHEREAS, the criminal justice activities of the county are paid from the General Fund; and

WHEREAS, it is appropriate that the revenues and expenditures relating to criminal justice be receipted into and paid from one fund to allow the county to best manage its criminal justice activities; and

WHEREAS, the budgetary needs of the County require the County to reclassify Fund #105 Criminal Justice; and

WHEREAS, the 2017 Comprehensive Budget for Adams County reflects the Commissioners' resolve to consolidate the criminal justice activities into a single department;

THEREFORE BE IT HEREBY RESOLVED that effective January 1, 2017, Adams County Criminal Justice Fund #105 is hereby closed and the ending fund balance from Criminal Justice will be transferred into a separate sub-fund of the Current Expense (General) Fund and used for criminal justice expenditures and programs as required by statute. The newly created sub-fund shall be labeled Fund #001G, Criminal Justice Reserve.

DATED this 19th day of December, 2016.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/John N. Marshall, Chairman
s/Jeffrey W. Stevens, Vice-Chairman
s/Roger L. Hartwig, Commissioner

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