

COMMISSIONERS' PROCEEDINGS

Regular Meeting
Adams County Courthouse
Ritzville, Washington

December 21, 2016
(Wednesday)

Call to Order @ 9:00 a.m.

Present:

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

Oath of Office

Oath of Office for Commissioner-elect Roger L. Hartwig
Oath of Office for Commissioner-elect John N. Marshall

[11:05:04 AM](#)

Central Services

Michael Perra, Central Services, met with the Board to review the details of a meeting held to discuss the possibility of video court for certain Superior Court proceedings. The Board noted no details of the cost of the proposal have been presented, further noting the Superior Court Judge will need to approve of the action prior to the Board becoming involved.

[11:13:51 AM](#)

[11:21:16 AM](#)

Cost of Living Allowance (COLA)

Commissioner Hartwig moved, to *amend his motion, made during regular proceedings on Monday, December 19, 2016, to approve a COLA increase of one and one-half (1 ½%) to two percent (2%) to non-union employees; non-union exempt employees; and, non-union management employees, effective January 1, 2017, Stevens seconded. Motion carried.*

Resolution No. R-045-2016

Commissioner Stevens moved, Hartwig seconded, to *approve Resolution No. R-045-2016 In the Matter of Creating Adams County Position No. 209 – Office/Payroll Administrator; Adopting Job Description; and Establishing the Classification Level. Motion carried.*

2017 Adams County Budget Approval

Commissioner Stevens moved, Hartwig seconded, to *approve Resolution No. R-046-2016 In the Matter of Adopting the 2017 Adams County Budget. Motion carried.*

Adoption of the budget resolution concurrently adopted compensation levels; medical insurance cap; and COLA's as noted:

Elected Officials – Salary per Citizens Commission on Salaries for Elected Officials; Medical Insurance Cap at \$700.00/month

Non-Union Employees – Medical Insurance Cap at \$700.00/month; COLA of 2%

Non Union Exempt Employees – Medical Insurance Cap at \$700.00/month; COLA of 2%

Non Union Management Employees – Medical Insurance Cap at \$700.00/month; COLA of 2%

Union Employees per Contract

Public Works
Courthouse
Corrections/E-911 Dispatch
Sheriff's Association

Additionally, Resolution No. R-66-08 In the Matter of Elimination of Positions that Become Vacant within the County adopted December 22, 2008, was included as part of the Adams County Budget.

2017 Budget

The following decisions were made regarding specific 2017 departmental budget requests:

Superior Court Clerk

- request to reclassify deputy clerk position - DENIED

Sheriff Department

- create new deputy position – DENIED
- promote and fill vacant sergeant position for total of four (4) sergeants – DENIED
- create a deputy position vacated by promotion of sergeant – DENIED

- request to reclassify administrative assistant position – DENIED
- request to reclassify civil deputy position – DENIED
- fill vacant position in care and custody – DENIED

Juvenile Department

- request for new CJS tracker position – DENIED
- request for juvenile administrator salary increase (beyond step increase) DENIED

Auditor

- request for new office/ payroll administrator position – APPROVED

Public Works

- request for new transfer station mechanic position – DENIED

Othello District Court

- request to reclassify deputy clerk position – DENIED

The Board noted the insurance cap was raised to \$700; a 2% COLA was given and all positions in each department were maintained.

Reorganization of Board

Commissioner Marshall moved to *appoint Roger L. Hartwig as Chairman, Stevens seconded. Motion carried.*

Commissioner Hartwig moved, to *appoint Jeffrey W. Stevens as Vice-Chairman, Marshall seconded. Motion carried.*

[11:36:53 AM](#)

Adjournment @ 11:50 a.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-045-2016

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

**IN THE MATTER OF CREATING ADAMS COUNTY POSITION NO. 209 –
OFFICE/PAYROLL ADMINISTRATOR; ADOPTING JOB DESCRIPTION; AND,
ESTABLISHING THE CLASSIFICATION LEVEL**

WHEREAS, staffing within the Auditor's Office has been reviewed for operation efficiency; and,

WHEREAS, the Washington State Department of Licensing has recommended the position of office administrator due to reporting requirements associated with escalating incidents of citizen vehicle licensing/title fraud in the State of Washington;

**THEREFORE BE IT HEREBY RESOLVED THAT THE FOLLOWING POSITION IS
CREATED AND ESTABLISHED AS FOLLOWS:**

Office/Payroll Administrator – Position 209
Full Time
Classification: EE3

DATED this 21st 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-046-2016

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

IN THE MATTER OF ADOPTING THE 2017 ADAMS COUNTY BUDGET

WHEREAS, public hearings were held on November 28 and December 5, 2016 for the purpose of receiving public comment on the proposed 2017 Adams County budget; and,

WHEREAS, all financial details of the proposed revenues and expenditures were considered and analyzed during subsequent public meetings;

NOW THEREFORE BE IT HEREBY RESOLVED that the 2017 Adams County Budget expenditures are adopted at the level equal to revenues constituting a balanced budget as follows:

2017 Adams County Budget

	Cash C/Over Revenue '16	Appropriation	Ending Cash 2017
Current Expense Departments			
Commissioners		302,966	
Personnel	276,191		
Operational	25,275		
Capital Outlay	1,500		
Superior Court		233,550	
Personnel	139,350		
Operational	94,200		
Ritzville District Court		306,711	
Personnel	284,161		
Operational	22,550		
Othello District Court		294,147	
Personnel	260,047		
Operational	31,100		
Capital Outlay	3,000		
Board of Equalization		6,700	
Auditor		409,407	
Personnel	294,157		
Operational	55,750		
Capital Outlay	59,500		
Clerk		186,276	
Personnel	177,176		
Operational	9,100		
Treasurer		294,432	
Personnel	278,333		
Operational	16,099		
Assessor		384,476	
Personnel	358,801		
Operational	25,675		
Prosecuting Attorney		706,244	
Personnel	663,324		
Operational	42,920		
Support Enforcement		197,867	
Personnel	105,417		
Operational	92,450		
Civil Service		2,950	
Personnel Costs		96,729	
LEOFF		50,000	
Police Operations		1,819,996	

	Personnel		1,521,596		
	Operational		288,900		
	Capital Outlay		9,500		
Care & Custody				704,906	
	Personnel		452,881		
	Operational		250,025		
	Capital Outlay		2,000		
Juvenile				474,375	
	Personnel		394,307		
	Operational		80,068		
Planning & Building				462,412	
	Personnel		211,612		
	Operational		250,800		
Coroner				30,200	
WSU Extension				143,536	
	Personnel		50,449		
	Operational		93,087		
Subtotal CE				7,107,880	
Non-Departmental				1,817,661	
TOTAL CURRENT EXPENSE	10,135,550			8,925,541	1,210,009
Current Expense Reserve	1,200,000				1,200,000
Ad. Co. Ltd. Tax G.O. Bond '96					
CE EmpLiabFund	203,500	1,000			204,500
CE Juvenile Det Alter	5,000	5,000		10,000	
Jail Reserve	135,000				135,000
CJ Reserve	700,000			150,000	550,000
Other Funds					
Enhanced 911 #103	80,400	714,801		795,201	0
	Personnel	562,502			
	Operational	224,699			
	Capital Outlay	8,000			
Enhanced 911 Reserve #103A	600,000	300,000			900,000
Integrated Health Care #104		2,323,646		2,323,646	0
	Personnel	1,853,059			
	Operational	428,587			
	Capital Outlay	42,000			
Criminal Jus Sales Tax #105A	600,000	150,000		81,267	668,733
Emergency Services #106	1,003	116,466		117,469	
	Personnel	81,377			
	Operational	31,461			
	Capital Outlay	4,631			
Veteran's Relief #107	30,000	8,005		11,300	26,705
Adams County Fair #108	10,000	169,053		179,053	
	Personnel	59,853			
	Operational	119,200			
Law Library #109	500	6,500		7,000	
Paths & Trails #110	80,500	20,950		750	100,700

Adams County Reg Landfill #111	249,493	30,000	279,493	
Education Support Program #113	10,000		8,584	1,416
Treasurer's O&M #114	10,700	10,000	10,000	10,700
County Road #115	4,800,000	8,866,171	9,132,626	4,533,545
Personnel		2,893,563		
Operational		4,599,563		
Capital Outlay		1,639,500		
Auditor's O&M #116	45,000	62,708	67,008	40,700
Personnel		47,218		
Operational		19,790		
Development Disabilities #117		232,259	232,259	
Personnel		179,059		
Operational		53,200		
Trial Court Improvement #119	24,000	23,000	23,000	24,000
Tourism Enhancement #120	6,400	150		6,550
Public Facilities Imp #122	725,000	262,000	401,166	585,834
Personnel		85,916		
Operational		306,450		
Capital Outlay		8,800		
Low Income Housing #123		78,000	78,000	
Drug Enforcement #130	47,150	9,970	15,150	41,970
RSO #131	60,000	51,000	37,300	73,700
Crime Victims Comp #135	500	24,303		24,803
Domestic Violence Prevent #136	2,313	195		2,508
Domestic Violence Assess #137	8,400	587		8,987
Noxious Weed #166	60,000	174,528	188,600	45,928
Personnel		119,190		
Operational		52,410		
Capital Outlay		17,000		
AdCoDebt Service #210	54	167,500	167,500	54
Rodeo Lake Capital Imp #301	5,470			5,470
Capital Imp #321	333,500	83,000	140,000	276,500
Capital Projects #322	400,000	1,200		401,200
Real Estate Technology #323	79,634		79,634	
Real Estate Technology #323A	20,206	12,280	25,865	6,621
EconDevelCapital Projects #324	116,000	150,050		266,050
Solid Waste #401	1,325,000	1,292,000	1,387,218	1,229,782
Personnel		526,318		
Operational		655,900		
CapOutlay		205,000		
Courthouse O&M #501	50,000	458,633	465,338	43,295
Personnel		236,588		
Operational		228,750		
Central Services#502	100,000	474,700	505,159	69,541
Personnel		212,089		
Operational		229,070		
Capital Outlay		64,000		

IGS #590	1,200,000	3,092,070	2,583,869	1,708,201
Personnel		619,719		
Operational		1,664,150		
Capital Outlay		300,000		
TOTAL OTHER FUNDS			19,343,455	
Total Current Expense	1,500,000	8,635,550	8,925,541	1,210,009
Total CE Reserve	1,200,000			1,200,000
Total GO Tax Bond	0			0
Total Juvenile Det Alt	5,000	5,000	10,000	0
CE EmpLiabFund	203,500	1,000		204,500
Jail Reserve	135,000			135,000
Criminal Justice Res.	700,000		150,000	550,000
Total Other Funds			19,343,455	
GRAND TOTAL			28,428,996	

AND, BE IT FURTHER RESOLVED that the adopted budget includes the following:

Elected Officials - Salary per Citizens Commission on Salaries for Elected Officials; Medical Insurance Cap at \$700.00/month

Non-Union Employees - Medical Insurance Cap at \$700.00/month; 2% COLA

Non-Union Exempt Employees - Medical Insurance Cap at \$700.00/month; 2% COLA

Non-Union Management Employees - Medical Insurance Cap at \$700.00/month; 2% COLA

Union Employees per Contract

Public Works

Courthouse

Corrections/E-911 Dispatch

Sheriff's Association

AND, BE IT FURTHER RESOLVED that Resolution No. R-66-08 In the Matter of Eliminating Positions that become Vacant within the County adopted December 22, 2008, is included as part of the Adams County Budget.

DATED this 21st 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