

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

December 11, 2017
(Monday)

Call to Order @ 8:30 a.m.

Present:

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

[10:00:11 AM](#)

Six Year Transportation Improvement Program (2018-2023)

It being the time of 10:00 a.m. and the place set for the public hearing to consider the 2018-2023 Six Year Transportation Program, Chairman Hartwig convened the public hearing.

Engineer Yaeger reviewed each of the projects by priority.

There were no members of the public present.

Chairman Hartwig closed the public hearing at 10:15 a.m.

Public Works General Session
Annual Road Construction Program

Engineer Yaeger reviewed the eleven (11) proposed projects listed in the 2018 Annual Road Construction Program as well as the 2018 equipment purchase list.

The meeting was recessed at 10:20 a.m. due to a fire alarm and reconvened at 10:26 a.m.

Public Works Director O'Brien provided the weekly update on maintenance, noting crews are focusing on clearing culverts; and placing snow stakes and delineators in all three districts. Applications of salt brine are being applied as weather dictates. O'Brien further reported on the

progress of the Providence Road railroad crossing project and the Wills Road culvert project.

Updates were provided on fairgrounds projects, facilities, and solid waste.

[11:00:29 AM](#)

[11:04:36 AM](#)

2018 Adams County Budget

Chairman Hartwig reconvened the public hearing on the proposed 2018 Adams County Budget at 11:04 a.m.

County staff present were Public Works Director O'Brien and Auditor Hunt.

Comment was received from:

David Baumann
Julie Flyckt
Terry Thompson

Hearing no further comment, Chairman Hartwig closed the public hearing at 11:30 a.m.

[11:30:22 AM](#)

Recess @ 12:00

Reconvene @ 1:00 p.m.

[1:30:32 AM](#)

Public Hearing – Amend 2017 Budget

Chairman Hartwig convened the public hearing to consider amendments to the 2017 Adams County Budget.

There were no members of the public present. County staff present were Public Works Director O'Brien and Auditor Hunt.

Auditor Hunt reviewed proposed budget amendments. Director O'Brien reviewed amendment requests for the Public Works Department.

Hearing no further comment, Chairman Hartwig closed the public hearing at 1:54 p.m.

[1:54:24 PM](#)

[2:30:16 PM](#)

Exit Conference – Accountability Audit 2016

The exit conference for the 2016 Accountability Audit was conducted by Brad White, Audit Manager; Phillips Ventress, Assistant Audit Manager; and Heather Peterson, Audit Lead.

The areas examined during the accountability audit were contracts/agreements (fair); use of restricted funds; procurement (bidding/purchases); cash receipting; safeguarding of military surplus equipment; and insurance/risk management.

The audit produced no findings with all prior audit recommendations resolved.

Exit items noted in the audit include recommendations that the County:

- establish a Lodging and Tax Advisory Committee;
- establish a Veterans Advisory Committee;
- ensure expenditures charged to the County Road fund are allowable;
- ensure appropriate practices are in place to comply with BARS Manual requirements;
- ensure employees responsible to collect receipts are aware of proper cash receipting and depositing procedures.

The County received a management letter recommending the following:

- The County require all receipts associated with County Fair operations to be deposited with the County Treasurer as least weekly in accordance with state law;
- Establish adequate internal controls over County Fair operations to ensure all expenditures related to the operation, management and promotion of the Adams County Fair are submitted to the Adams County Auditor for review and approval by the Board of Commissioners to ensure they are reasonable, allowable and supported.

The next audit is scheduled to be conducted in 2018 and will cover accountability; financial statement; and federal programs with an estimated cost of \$35,000, plus travel expenses.

[3:17:25 PM](#)

[4:16:28 PM](#)

Six Year Transportation Improvement Program

Commissioner Marshall moved, Stevens seconded, to *approve Resolution No. R-054-2017 In the Matter of Adopting the Adams County Six Year Transportation Improvement Program (2018-2023)*. Motion carried.

Annual Road Construction Program

Commissioner Stevens moved, Marshall seconded, to *approve Resolution No. R-055-2017 In the Matter of Adopting the 2018 Annual Road Construction Program*. Motion carried.

Martin Hall

Commissioner Stevens moved, Marshall seconded, to *approve Resolution No. R-056-2017 In the Matter of Approving and Authorizing the 2018 Maintenance and Operation Budget Pursuant to the Amended and Restated Interlocal Juvenile Detention Facility Agreement (Martin Hall); and, Providing for Other Matters Properly Relating Thereto*. Motion carried.

Resolution No. R-057-2017

Commissioner Marshall moved, Stevens seconded, to *approve Resolution No. R-057-2017 In the Matter of Notice of Call for Bids for One (1) Solid Waste Refuse Trailer*. Motion carried. Bid opening was set for Monday, January 8, 2018 at 10:00 a.m. in Room 202 of the Adams County Courthouse, Ritzville.

Amend 2017 Budget

Commissioner Stevens moved, Marshall seconded, to *approve Resolution No. R-058-2017 In the Matter of Amending the 2017 Adams County Budget*. Motion carried.

Adams County Library District No. 2 – Ritzville

Commissioner Marshall moved, Stevens seconded, to *re-appoint Karen G. Potts, Ritzville, to a second five (5) year term on the Board of Directors for the Adams County Library District No. 2 – Ritzville, effective December 14, 2017 through December 13, 2022*. Motion carried.

Consent Agenda

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

November 16 – 30, 2017 Payroll in the amount of \$388,207.90; and, Benefits in the amount of \$210,721.20 (Warrant # Series 528820-528910; Direct Deposit # Series 52136-52321; Benefit/Deduction # Series 1134493-1134506)

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	174481 – 174529	\$ 18,536.82
001	Hand Pays	\$ 701.25
103	174530 – 174533	\$ 1,022.18
104	174534 – 174549	\$ 22,398.22
116	174550	\$ 14.77
117	174551 – 174554	\$ 588.32
122	174555 – 174562	\$ 4,651.82
123	174563	\$ 2,025.00
502	174564 – 174573	\$ 10,567.62
108	002916 – 002917	\$ 576.74
115	002918 – 002932	\$ 3,833.79
321	002933	\$ 12,927.18
401	002934 – 002938	\$ 6,641.67
501	002939 – 002944	\$ 11,802.82
590	002945 – 002963	\$ 20,227.35
	TOTAL	\$116,515.55

[4:22:18 PM](#)

Permanent Minutes Signed

November 27, 2017

Correspondence Received

Karen G. Potts re: request to serve a second term on the Board of East Adams Library District, Ritzville

Washington State Liquor and Cannabis Board re: temporary discontinued license issued to Roach Indistrees, marijuana license number 412642-70, Othello, WA

Adams County Pet Rescue re: request for funding in 2018

Town of Washtucna City Council re: request for rate decrease in law enforcement contract

Adjournment @ 4:30 p.m.

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

Edited and Approved:

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

RESOLUTION NO. R-054-2017

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

**IN THE MATTER OF ADOPTING THE ADAMS COUNTY SIX YEAR
TRANSPORTATION IMPROVEMENT PROGRAM (2018-2023)**

WHEREAS, the preliminary Six Year Transportation Improvement Program and the transportation project priority array were prepared and presented to the Board for their review and consideration on Monday, November 20, 2017, during a public meeting of the Board of Commissioners; and,

WHEREAS, the County Engineer submitted and made available to the Board and the public the 2017 Bridge Inspection Report on October 23, 2017 for consideration during the preparation of the Six Year Transportation Improvement Program; and,

WHEREAS, an environmental pre assessment of the Six Year Transportation Improvement Program indicated that the social, economic and aesthetic values would not be disturbed; and,

WHEREAS, a public hearing was held on Monday, December 11, 2017, during which the final program and was presented and discussed; and,

WHEREAS, all public comments were heard and reviewed during the public hearing and no objections were heard;

THEREFORE BE IT HEREBY RESOLVED that the 2018-2023 Six-Year Transportation Improvement Program is hereby approved and adopted.

DATED this 11th day of December, 2017.

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

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

RESOLUTION NO. R-055-2017

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

**IN THE MATTER OF ADOPTING THE 2018 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 2018 as presented by the Adams County Engineer and filed and attached hereto is adopted.

DATED this 11th day of December, 2017.

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

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

RESOLUTION NO. R-056-2017

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

IN THE MATTER OF APPROVING AND AUTHORIZING THE 2018 MAINTENANCE AND OPERATION BUDGET PURSUANT TO THE AMENDED AND RESTATED INTERLOCAL JUVENILE DETENTION FACILITY AGREEMENT (MARTIN HALL); AND, PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO

WHEREAS, Adams County, Washington (the "County") is a political subdivision duly organized and existing under and by virtue of the Constitution and laws of the State of Washington; and,

WHEREAS, the County is required by Chapter 13.16 RCW to acquire, construct and maintain juvenile detention facilities for dependent, wayward and delinquent children; and,

WHEREAS, Chapter 309, Laws of 1995, authorizes cities and counties, or any combination thereof, to participate in agreements, pursuant to Chapter 39.34 RCW, to jointly expend funds for criminal justice purposes of mutual benefit, which include, but are not limited to, the construction, improvement and expansion of jails, court facilities and juvenile justice facilities; and,

WHEREAS, the County and eight other counties entered into an Amended and Restated Interlocal Juvenile Detention Facility Agreement (Martin Hall) ("the Amended and Restated Agreement") executed by each County on the following dates:

Douglas County - August 26, 1996
Stevens County - August 20, 1996
Pend Oreille County - July 22, 1996
Spokane County - August 13, 1996
Adams County - August 19, 1996
Asotin County - August 19, 1996
Lincoln County - July 15, 1996
Whitman County - July 15, 1996
Ferry County - July 15, 1996

under the authority granted by Chapter 39.34 RCW, Chapter 309, Laws of 1995, and Chapter 10, Laws of 1995, 2nd sp. sess., to provide for the joint operation and maintenance of Martin Hall for use as a "Juvenile Rehabilitation Center" as amended from time to time; and,

WHEREAS, Section 12 of the Amended and Restated Agreement requires the Adams County Board of Commissioners ("the Board") to approve the Operating Budget for the operation and maintenance of Martin Hall, which has been prepared by the Martin Hall Juvenile Facility Board;

NOW THEREFORE IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

Section 1: The Board hereby approves the 2018 Operating Budget (as defined in Section 12 of the Amended and Restated Agreement); in substantially the form attached hereto as Exhibit "A". The County shall pay its proportionate amount of costs incurred

pursuant to this approved Operating Budget in accordance with Section 5 of the Amended and Restated Agreement.

Section 2: All other resolutions of the Board that are inconsistent with the provisions of this Resolution are hereby repealed to the extent of such inconsistency.

Section 3: This Resolution shall take effect immediately upon its adoption.

ADOPTED by the Board of Adams County Commissioners of Adams County, Washington, at a regular meeting thereof held on December 11, 2017.

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

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

w/Attachment
Martin Hall Juvenile Facility Year 2018
Operating Budget

RESOLUTION NO. R-057-2017

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 **10:00 a.m., Monday, January 8, 2018** at which time and place they will be publicly opened and read for purchase and delivery of the following:

One (1) Solid Waste Refuse Trailer

Please identify bids on the outside of the envelope as:
“SEALED BID – Solid Waste Refuse Trailer”

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/public_works.asp. Bids must be on the forms provided by the Public Works Department office and be attached to the County specifications.

Bidder shall submit 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.

It is intended that other municipalities and subdivisions of government may purchase from this bid if they have an Interlocal Agreement in force anytime during the purchasing period of this contract.

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 11th day of December, 2017.

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

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

RESOLUTION NO. R-058-2017

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

IN THE MATTER OF AMENDING THE 2017 ADAMS COUNTY BUDGET

WHEREAS, unanticipated expenses have necessitated the need for an amendment to the Adams County 2017 Budget; and,

WHEREAS, the public was legally notified of the hearing regarding the matter on November 30 and December 7, 2017; and,

WHEREAS, a public hearing was held on Monday, December 11, 2017, and all comments were heard and considered;

THEREFORE BE IT HEREBY RESOLVED that the 2017 Adams County Budget is amended as follows:

	<u>Budget</u>	<u>Change</u>	<u>Revised</u>
<u>Current Expense - #001</u>			
Superior Court #010	\$ 233,550		
Operating Expense		\$ 30,000	\$ 263,550
Othello District Court #016	\$ 276,318		
Personnel		\$ 25,000	
Operating Expense		\$ 6,000	\$ 307,318
Police Operations #065	\$ 1,819,996		
Personnel		\$ 28,250	
Operating Expense		\$ 12,250	\$ 1,860,496
TOTAL CURRENT EXPENSE		\$ 101,500	
<u>Current Expense Other Funds</u>			
Jail Operation and Improvement #001F	\$ 0		
Capital Expense		\$ 10,000	\$ 10,000
Sheriff Donation #001H	\$ 0		
Operating Expense		\$ 15,000	
Capital Expense		\$ 2,700	\$ 17,700
TOAL CURRENT EXPENSE OTHER FUNDS		\$ 27,700	
<u>Integrated Health Care Services #104</u>	\$ 2,323,646		
Operating Expense		\$ 35,000	
Capital Expense		\$ 100,000	\$ 2,458,646
<u>Criminal Justice Sales Tax #105A</u>	\$ 81,267		
Capital Expense		\$ 45,000	\$ 126,267
<u>Law Library #109</u>	\$ 7,000		
Operating Expense		\$ 300	\$ 7,300
<u>County Road #115</u>	\$ 9,132,626		
Capital Expense		\$ 808,095	\$ 9,940,721
<u>Tourism Fund #120</u>	\$ 0		
Operating Expense		\$ 3,000	\$ 3,000
<u>Drug Enforcement #130</u>	\$ 15,150		
Operating Expense		\$ 7,000	\$ 22,150
<u>RSO #131</u>	\$ 37,300		
Operating Expense		\$ 12,000	\$ 49,300
<u>Noxious Weed #166</u>	\$ 188,600		
Personnel		\$ 33,810	
Capital Expense		\$ 27,000	\$ 249,410
<u>Capital Improvement #321</u>	\$ 140,000		
Capital Expense		\$ 24,516	\$ 164,516
<u>Capital Projects #322</u>			

Capital Expense	\$ 0	\$ 39,000	\$ 39,000
<u>Solid Waste #401</u>	\$ 1,387,218		
Operating Expense		\$ 50,000	
Capital Expense		\$ 250,000	\$ 1,687,218
<u>Courthouse O&M #501</u>	\$ 465,338		
Operating Expense		\$ 25,000	\$ 490,338
<u>IGS #590</u>	\$ 2,583,869		
Capital Expense		\$ 250,000	\$ 2,833,869
TOTAL AMENDMENTS OTHER FUNDS		\$ 1,709,721	
TOTAL AMENDMENTS ALL FUNDS		\$ 1,838,921	

DATED this 11th day of December, 2017.

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

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