

## COMMISSIONERS' PROCEEDINGS

Regular Meeting  
Adams County Courthouse  
Ritzville, Washington

December 20, 2017  
(Wednesday)

Call to Order @ 9:00 a.m.

**Present:**

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

[9:01:26 AM](#)

**Board of Equalization**

Board of Equalization Chairman Gayle Gering provided updates on expiring terms of two Board of Equalization members. Additionally, Chairman Gering requested authorization to convene a special session of the Board of Equalization during the month of January, 2018.

Commissioner Marshall moved, Stevens seconded, to *authorize a special session of the Board of Equalization to be convened during the month of January, 2018.* **Motion carried.**

[9:08:22 AM](#)

[12:00:16 PM](#)

**Resolution No. R-059-2017**

Commissioner Marshall moved, Stevens seconded, to **approve Resolution No. R-059-2017 In the Matter of Reclassification of the Positions of Economic Development Director; County Engineer; Building and Planning Director; and Clerk of the Board.** Motion carried.

**Resolution No. R-060-2017**

Commissioner Marshall moved, Stevens seconded, to **approve Resolution No. R-060-2017 In the Matter of Modifying the Adams County Management Level Salary Schedule.** Motion carried.

**Integrated Health Care Services**

Commissioner Stevens moved, Marshall seconded, to *authorize the Chairman to sign Consolidated Contract #CLH18235 between State of*

*Washington Department of Health and Adams County Health Department for the Delivery of Public Health Services in the amount of \$290,731, for the period January 1, 2018 through December 31, 2020. Motion carried.* (Statements of Work include Emergency Preparedness and Response; Maternal & Child Health Block Grant; Office of Drinking Water; Office of Immunization & Child Profile; WIC Nutrition Program)

### **2017 Assessed Valuations**

### **2018 Tax Levy Limitations**

Assessor Brewer placed on file with the Board the 2017 Valuations upon which the 2018 Tax will be based for Current Expense as well as County Road.

### **Levy Certification**

Commissioner Stevens moved, Marshall seconded, to *authorize the Chairman to sign the Levy Certification for Collection of Levy Amounts for Current Expense in 2018; and, the Levy Certification for Collection of Levy Amounts for County Road in 2018. Motion carried.*

### **Increasing Taxing Districts' Regular Levy**

Commissioner Stevens moved, Marshall seconded, to *approve Resolution No. R-061-2017 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. Motion carried.*

Commissioner Stevens moved, Marshall seconded, to *approve Resolution No. R-062-2017 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. Motion carried.*

### **Tax Levies Certification**

Commissioner Stevens moved, Marshall seconded, to *approve Resolution No. R-063-2017 In the Matter of Tax Levies Certification for 2018 and County Population Certification as of April 1, 2017. Motion carried.*

[12:06:08 PM](#)

**Recess @ 12:00**

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

### **Closed Session**

The Board called for a closed session at 2:00 p.m. to last fifteen (15) minutes pursuant to 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,..." An additional five (5) minutes was called at 2:15 p.m. Session ended at 2:20 p.m. Prosecutor Flyckt was present.

[4:13:12 PM](#)

### **Cost of Living Allowance (COLA)**

Commissioner Stevens moved, Marshall seconded, to *approve a COLA increase of 2.5% (two and one-half percent) to non-union employees; non-union exempt employees; and, non-union management employees, effective January 1, 2018.* **Motion carried.**

### **2018 Budget**

The Board has denied any requested new positions in the 2018 budget.

After lengthy discussion without resolution in union negotiations involving the Sheriff's Department, there will be no new positions approved at this time.

No existing positions are being reclassified in the Superior Court Clerk's office or the Juvenile Department. It is recommended by the Board that union personnel reclassifications be addressed during upcoming union negotiations.

The Board expressed appreciation to Auditor Hunt for her assistance during the budget process.

The Board noted a diversion of \$100,000 allocated to the Sheriff's Department in 2017 was not allocated in 2018; further noting no monies were lost to the Sheriff's Department in the process.

### **Adams County 2018 Budget**

Commissioner Stevens moved, Marshall seconded, to ***approve Resolution No. R-064-2017 In the Matter of Adopting the 2018 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 \$720.00/month

Non-Union Employees – Medical Insurance Cap at \$720.00/month:  
COLA of 2.5%

Non-Union Exempt Employees – Medical Insurance Cap at  
\$720.00/month; COLA of 2.5%

Non-Union Management Employees – Medical Insurance Cap at  
\$720.00/month; COLA of 2.5%

Union Employees per Contract

Public Works

Courthouse

Corrections/E911 Dispatch

Sheriff's Association

Additionally, Resolution No. R-066-08 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.

**Board Reorganization**

The Board by **consensus confirmed to have Jeffrey W. Stevens serve as 2018 Chairman; and, John N. Marshall to serve as 2018 Vice-Chairman.**

[4:22:44 PM](#)

**Meeting Cancellation**

Due to a lack of quorum the regular meeting scheduled for Tuesday, December 26, 2017, is cancelled.

**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-059-2017**

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

**IN THE MATTER OF RECLASSIFICATION OF THE POSITIONS OF ECONOMIC  
DEVELOPMENT DIRECTOR; COUNTY ENGINEER; BUILDING AND PLANNING  
DIRECTOR; AND CLERK OF THE BOARD**

**WHEREAS**, a review was performed of the duties and responsibilities of certain positions;

**WHEREAS**, it is appropriate to reclassify the positions based upon Commissioner review;

**THEREFORE BE IT HEREBY RESOLVED** that the following positions are reclassified as follows:

Position No. 300	<u>Building and Planning Director</u> Classification from: M3 Classification to: M6
Position No. 1102	<u>County Engineer</u> Classification from: M5 Classification to: M6
Position No. 1112	<u>Economic Development Director</u> Classification from: M1 Classification to: M6
Position No. 1601	<u>Clerk of the Board</u> Classification from: EE1 Classification to: EE3

**AND, BE IT FURTHER RESOLVED THAT** reclassification of the Building and Planning Director position is effective upon the currently vacant position being filled permanently.

**AND, BE IT FURTHER RESOLVED THAT** reclassification of the County Engineer; Economic Development Director; and Clerk of the Board positions are effective January 1, 2018.

**DATED** this 20th 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-060-2017**

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

**IN THE MATTER OF MODIFYING THE ADAMS COUNTY MANAGEMENT LEVEL  
SALARY SCHEDULE**

**WHEREAS**, a review was performed of the Adams County Management Level Salary Schedule;

**WHEREAS**, it is appropriate to modify step increases based upon Commissioner review;

**THEREFORE BE IT HEREBY RESOLVED** that Step 6 is modified from one (1) year progression to two (2) years progression through the Schedule;

**AND, BE IT FURTHER RESOLVED** that Step 7 be added to the Management Level Salary Schedule with a 4.75% increase at inception over Step 6 with a progression of three (3) years from Step Six 6;

**AND BE IT FURTHER RESOLVED** that employees classified at Step 5 on the Management Level Salary Schedule on December 31, 2017 will be placed at Step 6 of the Management Level Salary Schedule on their anniversary date in 2018.

**AND, BE IT FURTHER RESOLVED** that Steps 3 through Step 6 employee progression through the Schedule is based on satisfactory employee evaluations;

**AND, BE IT FURTHER RESOLVED** that employee progression to Step 7 will require Commissioner approval prior to placement;

**AND, BE IT FURTHER RESOLVED** stated modifications to the Adams County Management Level Salary Schedule is effective January 1, 2018:

**DATED** this 20th 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-061-2017**

**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 2018; and,

**WHEREAS**, the districts actual levy amount from the previous year was **\$3,601,896**; 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 2018 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be **\$13,053**, which is a percentage increase of **0.36239%** 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 20th 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-062-2017**

**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 2018; and,

**WHEREAS**, the districts actual levy amount from the previous year was **\$1,755,944**; 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 2018 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be **\$17,559**, 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 20th 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-063-2017**

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

**IN THE MATTER OF TAX LEVIES CERTIFICATION FOR 2018 AND COUNTY  
POPULATION CERTIFICATION AS OF APRIL 1, 2017**

**WHEREAS**, the attached document stipulates levy requests provided to the Board of County Commissioners for collection in 2018;

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

**BE IT FURTHER RESOLVED** that Adams County population is hereby certified at 19,870 as of April 1, 2017 as transmitted by the Office of Financial Management, Olympia, Washington.

**DATED** this 20th 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-064-2017**

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

**IN THE MATTER OF ADOPTING THE 2018 ADAMS COUNTY BUDGET**

**WHEREAS**, public hearings were held on December 4 and December 11, 2017 for the purpose of receiving public comment on the proposed 2018 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 2018 Adams County Budget expenditures are adopted at the level equal to revenues constituting a balanced budget as follows:

**2018 Adams County Budget**

	<b>Cash C/Over Revenue '17</b>	<b>Appropriation</b>	<b>Ending Cash 2018</b>
<b>Current Expense Departments</b>			
Commissioners		<b>348,644</b>	
Personnel	308,974		
Operational	34,670		
Capital Outlay	5,000		
Superior Court		<b>235,914</b>	
Personnel	131,214		
Operational	104,700		
District Court Pos. #1		<b>328,781</b>	
Personnel	308,681		
Operational	16,100		
Capital Outlay	4,000		
District Court Pos. #2		<b>334,877</b>	
Personnel	296,927		
Operational	37,950		
Board of Equalization		<b>4,850</b>	
Auditor		<b>430,386</b>	
Personnel	310,286		
Operational	89,100		
Capital Outlay	31,000		

Clerk			<b>201,072</b>	
	Personnel	191,322		
	Operational	9,750		
Treasurer			<b>305,129</b>	
	Personnel	289,680		
	Operational	15,449		
Assessor			<b>399,660</b>	
	Personnel	378,485		
	Operational	21,175		
Prosecuting Attorney			<b>693,226</b>	
	Personnel	634,356		
	Operational	58,520		
	Capital Outlay	350		
Support Enforcement			<b>215,245</b>	
	Personnel	151,795		
	Operational	63,450		
Civil Service			<b>2,100</b>	
Personnel Costs			<b>116,900</b>	
LEOFF			<b>33,300</b>	
Police Operations			<b>1,834,013</b>	
	Personnel	1,527,863		
	Operational	294,150		
	Capital Outlay	12,000		
Care & Custody			<b>660,500</b>	
	Personnel	436,600		
	Operational	223,900		
Juvenile			<b>468,566</b>	
	Personnel	388,498		
	Operational	80,068		
Planning & Building			<b>412,490</b>	
	Personnel	200,613		
	Operational	208,877		
	Capital Outlay	3,000		
Coroner			<b>30,200</b>	
WSU Extension			<b>147,067</b>	
	Personnel	52,030		
	Operational	95,037		
Subtotal CE			<b>7,202,920</b>	
Non-Departmental			<b>1,932,411</b>	
<b>TOTAL CURRENT EXPENSE</b>	10,138,925		<b>9,135,331</b>	1,003,594
Current Expense Reserve	1,200,000			1,200,000
Ad. Co. Ltd. Tax G.O. Bond '96				
CE EmpLiabFund	205,000	1,500		206,500
CE Juvenile Det Alter	17,000		<b>10,000</b>	7,000
Sheriff Donation Fund	9,000	200	<b>7,500</b>	1,700

Jail Reserve	130,000			130,000
CJ Reserve	604,200	3,000	<b>100,000</b>	507,200
<b>Other Funds</b>				
Enhanced 911 #103	82,000	697,576	<b>779,576</b>	0
Personnel		569,082		
Operational		210,494		
Enhanced 911 Reserve #103A	725,000	300,000	<b>51,608</b>	973,392
Integrated Health Care #104		2,609,269	<b>2,609,269</b>	0
Personnel		2,095,419		
Operational		491,350		
Capital Outlay		22,500		
Criminal Jus Sales Tax #105A	745,000	160,000	<b>73,491</b>	831,509
Emergency Services #106	0	123,695	<b>123,695</b>	
Personnel		85,396		
Operational		31,499		
Capital Outlay		6,800		
Veteran's Relief #107	33,579	5,005	<b>11,300</b>	27,284
Adams County Fair #108	10,000	173,729	<b>183,729</b>	
Personnel		64,529		
Operational		119,200		
Law Library #109	500	7,500	<b>7,000</b>	1,000
Paths & Trails #110	102,000	21,500	<b>45,000</b>	78,500
Adams County Reg Landfill #111	257,124	30,000	<b>287,124</b>	
Education Support Program #113	11,000	500	<b>9,437</b>	2,063
Treasurer's O&M #114	10,700	10,000	<b>10,000</b>	10,700
County Road #115	4,800,000	8,043,323	<b>9,441,784</b>	3,401,539
Personnel		3,021,054		
Operational		4,618,430		
Capital Outlay		1,802,300		
Auditor's O&M #116	60,000	52,200	<b>68,347</b>	43,853
Personnel		48,157		
Operational		20,190		
Development Disabilities #117		231,808	<b>231,808</b>	
Personnel		177,781		
Operational		54,027		
Trial Court Improvement #119	5,000	23,150	<b>26,100</b>	2,050
Tourism Enhancement #120	6,600	500	<b>3,000</b>	4,100
Public Facilities Imp #122	729,353	286,600	<b>243,975</b>	771,978
Personnel		89,325		
Operational		153,650		
Capital Outlay		1,000		
Low Income Housing #123		76,000	<b>76,000</b>	
Drug Enforcement #130	47,150	9,970	<b>20,250</b>	36,870
RSO #131	60,000	46,000	<b>37,300</b>	68,700
Crime Victims Comp #135	26,196	23,000		49,196
Domestic Violence Prevent #136	2,457	138		2,595
Domestic Violence Assess #137	8,530	272		8,802

Noxious Weed #166	41,200	233,070	<b>221,595</b>	52,675
Personnel		142,885		
Operational		60,710		
Capital Outlay		18,000		
AdCoDebt Service #210	54	166,875	<b>166,875</b>	54
Rodeo Lake Capital Imp #301	5,469		<b>5,400</b>	69
Capital Imp #321	320,000	85,000	<b>105,000</b>	300,000
Capital Projects #322	434,000	1,200		435,200
Real Estate Technology #323	79,634			79,634
Real Estate Technology #323A	37,670	11,645		49,315
EconDevelCapital Projects #324	116,500	750	<b>100,000</b>	17,250
Solid Waste #401	1,890,000	1,662,000	<b>1,705,067</b>	1,846,933
Personnel		565,167		
Operational		794,900		
CapOutlay		345,000		
Courthouse O&M #501	42,000	479,988	<b>483,608</b>	38,380
Personnel		239,858		
Operational		243,750		
Central Services#502	110,000	482,972	<b>502,315</b>	90,657
Personnel		215,445		
Operational		232,870		
Capital Outlay		54,000		
IGS #590	1,820,000	3,070,606	<b>3,450,511</b>	1,440,095
Personnel		645,861		
Operational		1,896,650		
Capital Outlay		908,000		
<b>TOTAL OTHER FUNDS</b>			<b>21,080,164</b>	
Total Current Expense	1,500,000	8,638,925	<b>9,135,331</b>	1,003,594
Total CE Reserve	1,200,000			1,200,000
Total GO Tax Bond	0			0
Total Juvenile Det Alt	17,000		<b>10,000</b>	7,000
Total Sheriff Donation	9,000	200	<b>7,500</b>	1,700
CE EmpLiabFund	205,000	1,500		206,500
Jail Reserve	130,000			130,000
Criminal Justice Res.	604,200	3,000	<b>100,000</b>	507,200
Total Other Funds			<b>21,080,164</b>	
<b>GRAND TOTAL</b>			<b>30,332,995</b>	

**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 \$720.00/month

Non-Union Employees - Medical Insurance Cap at \$720.00/month; 2.5% COLA

Non-Union Exempt Employees - Medical Insurance Cap at \$720.00/month; 2.5% COLA

Non-Union Management Employees - Medical Insurance Cap at \$720.00/month; 2.5% 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 20<sup>th</sup> 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