

## COMMISSIONERS' PROCEEDINGS

Adams County Courthouse  
Ritzville, Washington  
Regular Meeting

February 5, 2018  
(Monday)

**Call to Order @ 8:30 a.m.**

**Present:**

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

[9:02:17 AM](#)

**Industrial Wastewater Treatment Plant**

Economic Development Director McFadden provided the Board with an update on the proposed Industrial Wastewater Treatment Plant project at the Bruce Industrial Park. Public Works Director O'Brien was present.

McFadden reviewed the progress, noting in November, 2015, Adams County was awarded a \$50,000 CERB Planning Grant for a feasibility study that was concluded in January, 2017 with a recommendation of a full water reuse system. In January, 2018 the Capital Budget was approved and fully funded Adams County's request of \$1,250,000 for Phase #2 of the proposed Industrial Wastewater Treatment Plant project.

To date, an award letter has not been received which will include funding guidelines; contract development; and the project readiness survey. The award letter will also assign a capital facilities project manager. It is necessary to complete the project readiness survey immediately and, when returned to Department of Commerce, we will receive a notification of the ability to incur expenses.

Once the award letter is received, the following time-line was suggested by McFadden:

- Publish Request for Qualifications (RFQ) for Owners' Representative by Feb. 28, 2018 with responses received by April 16, 2018.

- Select Owners' Representative by May 15, 2018 with a contract in place by June 15, 2018.

Director McFadden will draft the elements for a Memorandum of Understanding between Adams County and the Port of Othello to continue working together through the next stages of the project. The document will then be forwarded to Prosecutor Flyckt to prepare an MOU in final form.

[9:51:00 AM](#)

[9:58:57 AM](#)

### **Public Works**

Public Works Director O'Brien provided the weekly update on gravel road maintenance in all three districts; operations and maintenance; and fairgrounds.

### **Chicago Title Company Lease Agreement**

Commissioner Marshall moved, Hartwig seconded, to *authorize the Chairman to sign Lease Agreement, Amendment #8, between Adams County and Chicago Title Company of Washington for an office lease effective March 1, 2018 to February 28, 2019 in the amount of \$530.45 per month.* **Motion carried.**

### **Solid Waste**

Pacific Steel was on site at the Ritzville Transfer Station last week crushing refrigerators and freezers prior to the appliances being evacuated of Freon. Upon the Public Works Department being notified of the incident; the operation was immediately stopped.

Measures will be taken in the future to prevent this type of incident. Director O'Brien provided proper notification of a "release of Freon" to necessary agencies.

The environmental safety officer at Pacific Steel stated the appliances that were removed will be transported to their site and evacuated with documentation of such forwarded to Adams County.

### **Solid Waste Advisory Committee**

A Solid Waste Advisory Committee (SWAC) meeting is set for Wednesday, February 21, 2018 at 12:00 in the conference room of the Public Works Building, 210 W. Alder, Ritzville, for the purpose of approving the Adams County Solid Waste Plan.

## **Engineering**

Engineer Yaeger reported on the progress of the Cunningham Road Widening project noting, culverts are being staked and staff met with citizens in the area of the project to discuss private water lines. The Public Works Department will assist land owners in determining where the water pipeline is adjacent to the road prior to the start of construction.

Preliminary plans are 30% complete on the McManamon Road Bridge project.

[10:37:09 AM](#)

[11:16:23 AM](#)

## **Economic Development**

Economic Development Director McFadden reported a legislative reception is set for Tuesday, February 20, 2018, in Olympia and requested county representation to express appreciation for the capital budget award the county received in the amount of \$1,250,000 for the proposed Industrial Wastewater Treatment Plant project.

McFadden provided a legislative update for the Board reviewing several bills that may affect Adams County:

- SB 2177 Rural County High Employment Demand Job Program
- HB 2749 Rural Broadband
- HB 4220 Manufacturing B&O Tax Reduction

## **Boyd Reports**

Economic Development Director McFadden requested and received by **consensus approval to move forward with contracting with the Boyd Company to update studies completed in 2015 in the amount of \$12,500; and an additional travel expense of \$3,000.** The update will be utilized for two years and is a 2018 budgeted expense.

Director McFadden reported on events he will be attending, including the Spokane Ag Show; World Ag Expo; and the National Work Force Conference.

[11:40:22 AM](#)

**Recess @ 12:00**

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

[2:04:00 PM](#)

## **Finance Committee**

The Adams County Finance Committee meeting was convened at 2:04 p.m. Auditor Hunt and Commissioner Chairman Stevens were present. Additionally present were Commissioners Marshall and Hartwig; and Public Works Director O'Brien.

The ending cash balance for 2017 was presented as well as historical ending cash balances for years 2013 through 2017.

The following items were discussed:

- Employment Liability Fund balance
- Fund #113 – this is a special revenue fund established in 1998 for the purpose of WSU education and training which is now used from conference room/rental rates. There is approximately \$4,900 remaining in the fund and should be unrestricted. Auditor Hunt suggested a reclassification of the fund with a decision necessary prior to year-end.
- Fair Association – To date, the fair association has not contacted the county to make their wishes known in moving forward. The fair association will need to decide the direction they wish to proceed and meet with the Board of Commissioners to determine the course of action.

The Finance Committee adjourned at 2:59 p.m.

[2:59:06 PM](#)

[4:07:06 PM](#)

**Resolution No. R-005-2018**

Commissioner Hartwig moved, Marshall seconded, to *approve Resolution No. R-005-2018 In the Matter of Transferring Funds from Current Expense Fund #001 to Sheriff Donation Fund #001H. Motion carried.*

**Resolution No. R-006-2018**

Commissioner Hartwig moved, Marshall seconded, to *approve Resolution No. R-006-2018 In the Matter of Transferring Funds from Drug Enforcement Fund #130 to Current Expense Fund #001. Motion carried.*

**Resolution No. R-007-2018**

Commissioner Marshall moved, Hartwig seconded, to *approve Resolution No. R-007-2018 In the Matter of Transferring Funds from RSO Fund #131 to Current Expense Fund #001. Motion carried.*

**Resolution No. R-008-2018**

Commissioner Marshall moved, Hartwig seconded, to *approve Resolution No. R-008-2018 In the Matter of Transferring Funds from Seized and Forfeited Property Fund #132 to Drug Enforcement Fund #130.* **Motion carried.**

**Integrated Health Care Services Personnel**

Commissioner Marshall moved, Hartwig seconded, to *authorize the Integrated Health Care Services (IHCS) WISe Peer Support Specialist Position, be revised from a part-time position to a full-time position, effective February 16, 2018.* **Motion carried.**

**Consent Agenda**

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

Preliminary minutes of January 22 and 24, 2018

Preliminary minutes of January 29, 2018

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	180248 – 180289	\$ 61,479.74
001	Hand Pays	\$ 200.00
103	180290	\$ 56.19
104	180291 – 190302	\$ 1,694.44
111	180303 – 180304	\$ 20,000.00
117	180305 – 180306	\$ 172.86
123	180307 – 180308	\$ 2,064.00
130	180309	\$ 50.00
131	180310	\$ 2,338.97
301	180311	\$ 1,474.59
502	180312 – 180316	\$ 43,038.15
108	0070 – 0073	\$ 1,839.11
115	0074 – 0091	\$ 22,038.00
401	0092 – 0098	\$ 12,880.88
501	0099 – 0103	\$ 13,926.83

590	0104 – 0126	\$ 42,084.66
	TOTAL	\$225,338.42

[4:12:28 PM](#)

**Refunds per RCW 84.69.020**

Treasurer Laura Danekas filed per RCW 84.69.020 the report to the County legislative authority of a list of all refunds made under this section (Senior Exemptions).

**Correspondence Received**

Sanitary Survey Program Manager Mark Steward, Washington State Department of Health re: Adams County Fair: PWS ID# 00008: Adams County Sanitary Survey Inspection Due in 2018

Interim Director of Building and Planning/Building Inspector Tim Unruh re: resignation from position

Mayor Shawn R. Logan, City of Othello re: Appointment to the Adams County LEOFF 1 Disability Board

Barrett J. Scudder, Attorney re: Public Defender Quarterly Report for Fourth Quarter, 2017

**Adjournment @ 4:40 p.m.**

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

Edited and Approved:

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

**RESOLUTION NO. R-005-2018**

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM CURRENT EXPENSE FUND  
#001 TO SHERIFF DONATION FUND #001H.**

**WHEREAS**, Fund #001H was set up as the Sheriff Donation Fund where donations the Adams County Sheriff solicits are deposited for use by the sheriff; and

**WHEREAS**, on December 12, 2017 and December 19, 2017, deposits totaling \$6,000 were receipted into Current Expense Fund #001 by the Adams County Treasurer which were donations and should have been deposited into Fund #001H;

**THEREFORE, BE IT HEREBY RESOLVED** that Six thousand and no/100 dollars (\$6,000) be transferred from Current Expense Fund #001 BARS 597.21.00.00 to the Sheriff Donation Fund #001H BARS 397.21.00.00.

**DATED** this 5th day of February, 2018.

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

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

**RESOLUTION NO. R-006-2018**

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM DRUG ENFORCEMENT FUND  
#130 TO CURRENT EXPENSE FUND #001.**

**WHEREAS**, Legacy phone rebate checks totaling \$3,548.39 were deposited into Drug Enforcement Fund #130 in 2017 which should have been deposited into Current Expense Fund #001; and

**WHEREAS**, these funds need to be transferred from Drug Enforcement Fund #130 to Current Expense Fund #001 to correct the error and deposit into the correct fund;

**THEREFORE, BE IT HEREBY RESOLVED** that Three thousand five hundred forty-eight and 39/100 dollars (\$3,548.39) be transferred from Drug Enforcement Fund #130 BARS 597.21.00.01 to Current Expense Fund #001 BARS 397.21.00.01.

**DATED** this 5th day of February, 2018.

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

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

**RESOLUTION NO. R-007-2018**

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM RSO FUND #131 TO CURRENT  
EXPENSE FUND #001.**

**WHEREAS**, Legacy phone rebate checks totaling \$1,683.81 were deposited into RSO Fund #131 in 2017 which should have been deposited into Current Expense Fund #001; and

**WHEREAS**, these funds need to be transferred from RSO Fund #131 to Current Expense Fund #001 to correct the error and deposit into the correct fund;

**THEREFORE, BE IT HEREBY RESOLVED** that One thousand six hundred eighty-three and 81/100 dollars (\$1,683.31) be transferred from RSO Fund #131 BARS 597.21.00.01 to Current Expense Fund #001 BARS 397.21.00.02.

**DATED** this 5th day of February, 2018.

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

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

**RESOLUTION NO. R-008-2018**

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM SEIZED AND FORFEITED  
PROPERTY FUND #132 TO DRUG ENFORCEMENT FUND #130.**

**WHEREAS**, Adams County Resolution No. R-051-2017 established Seized and Forfeited Property Fund #132, where seized property was to be deposited and held until the seizure and forfeiture process was completed; and

**WHEREAS**, the Adams County Sheriff advised the Adams County Auditor and Adams County Treasurer of the completion of the forfeiture process for a number of the seizures and requested



these funds be transferred from Seized and Forfeited Property Fund #132 to Drug Enforcement Fund #130 for use in Drug Enforcement Programs;

**THEREFORE, BE IT HEREBY RESOLVED** that Twenty-one thousand sixteen and 62/100 dollars (\$21,016.62) be transferred from Seized and Forfeited Property Fund #132 BARS 597.21.00.00 to Drug Enforcement Fund #130 BARS 397.21.00.01.

**DATED** this 5th day of February, 2018.

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

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