

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse Ritzville, Washington Regular Meeting

May 29, 2018

(Tuesday due to Memorial Day on Monday)

Call to Order @ 8:30 a.m.

Present:

Chairman John N. Marshall
Vice-Chairman Roger L. Hartwig
Commissioner Terrance J. Thompson

[10:00:00 AM](#)

Public Works

Public Works Director O'Brien reported on gravel road maintenance activities; facilities projects; fairgrounds; and, solid waste.

Engineer Yeager reported right-of-way certification is being completed on the McManamon Road Bridge project; a consultant has been selected to assist with plans and specifications on the Lind-Hatton/Damon Road Overlay project; and, a pre-construction meeting was held on the Cunningham Road Widening project.

Gillis Road

An Avista Utilities substation is being constructed on Gillis Road, Othello. Traffic has increased due to the project with the contractor providing repair work to the road as needed during the project.

Public Works Archiving Agreement

Commissioner Hartwig moved, Thompson seconded, to *authorize the Chairman to sign Grant Agreement No. G-6019 and related documents (Service Level Agreement, Statement of Work) between Washington State Secretary of State and Adams County for archiving services in the amount of \$39,800 to prepare Public Works documents for archiving.* **Motion carried.**

[10:52:10 AM](#)

Jail Inspection

The Board conducted the 2018 second quarter jail inspection with Jail Administrator Nick Williams.

Recess @ 12:00

Reconvene @ 1:00 p.m.

[1:30:53 PM](#)

Superior Court

Judge Dixon appeared at the request of the Board to discuss the Judge's directive for the Clerk's office to perform the functions of coordinating the appearance of jurors for Superior Court cases.

In the past, in order for the position of the court administrator to be a full time position, the administrator has maintained the jury functions. Judge Dixon feels statute requires the county clerk to perform those duties.

Judge Dixon maintains that a full time person is necessary for the court administrator position. Should the responsibility of collecting and reviewing jury questionnaires and summonses be delegated to the clerk's office, Judge Dixon is not willing to decrease the hours of the court administrator to reflect a change in position duties.

Judge Dixon reported he is directing his administrator to deliver the jury materials to the Clerk's office before the end of the week and further directed the administrator to provide training for such.

Judge Dixon reported he was very disappointed in learning of the Boards' decision in adjusting the administrator's salary and requested the Board determine a solution to the situation.

The Board will consider the matter further due to budgetary concerns caused by this action.

[1:58:27 PM](#)

[2:01:13 PM](#)

Economic Development

A meeting was conducted for finalization of a *draft* tax resolution with regard to direct set asides for future economic development projects via infrastructure and support for the county wide economic development effort.

County staff present were Prosecutor Flyckt; Auditor Hunt; Treasurer Danekas; Assessor Brewer; and Economic Development Director McFadden.

Assessor Brewer reviewed proposed property values and the process for collection once equipment is listed with the Assessor office. County

current expense will see additional dollars in tax revenue, as well as an increase in county road revenue.

Assessor Brewer reviewed the task of separating out and tracking property on new development. Disbursement of tax revenue was discussed as well as an effective date of May 1, 2018 for the resolution.

Adoption will take place upon modification of the resolution and further review by the Board.

[3:24:36 PM](#)

Auditor

Auditor Hunt requested and received **consensus authorization to begin the process of filling a vacancy in her office.**

[3:43:44 PM](#)

Public Works

Commissioner Hartwig moved, Thompson seconded, to *authorize the Chairman to sign Standard Form of Agreement Between Adams County and DUG Excavation, LLC, Othello, WA, for repair to the building; and, replacement of trailer floor and tipper floor at the Adams County (Bruce) Transfer Station in the amount of \$95,513.08, including sales tax.* **Motion carried.**

[3:45:49 PM](#)

Title IV Non-Discrimination Agreement

The Chairman signed an additional page of the Title IV Non-Discrimination Agreement for Populations under 100,000 between Washington State Department of Transportation and Adams County omitted from the agreement signed May 7, 2018.

Treasurer

Treasurer Danekas requested and received **consensus authorization to begin the process of filling a vacancy in her office.**

[4:12:57 PM](#)

Probation Officer

Commissioner Thompson moved, Hartwig seconded, to *approve Resolution No. R-023-2018 In the Matter of Creating Adams County*

Position No. 710 – Probation Officer, Adopting the Job Description; and, Establishing the Compensation Level. **Motion carried.**

Consent Agenda

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

Preliminary minutes of May 14 and 16, 2018

May 1 – 15, 2018 Payroll in the amount of \$406,486.13; and, Benefits in the amount of \$85,132.90 (Warrant # Series 529452-529485; Direct Deposit # Series 54198-54387; Benefit/Deduction # Series 1137843-1137854)

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	181820 – 181844	\$ 43,052.17
104	181845 – 181853	\$ 1,718.43
116	181854	\$ 24.25
117	181855 – 181856	\$ 1,648.83
122	181857 – 181861	\$ 2,270.74
123	181862 – 181863	\$ 1,089.10
502	181864 – 181868	\$ 2,218.98
108	796 – 799	\$ 1,630.17
115	800 – 810	\$ 24,753.61
401	811 – 816/842	\$ 22,732.63
501	817 – 820	\$ 6,160.33
590	821 – 840	\$ 6,951.31
	TOTAL	\$114,250.55

[4:14:09 PM](#)

Correspondence Received

Summons re: Petition for Removal of Forfeiture Proceedings

Adjournment @ 4:20 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/Roger L. Hartwig, Vice-Chairman
s/Terrance J. Thompson, Commissioner

RESOLUTION NO. R-023-2018

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

**IN THE MATTER OF CREATING ADAMS COUNTY POSITION NO. 710 – PROBATION
OFFICER; ADOPTING THE JOB DESCRIPTION; AND, ESTABLISHING THE
COMPENSATION LEVEL**

WHEREAS, Adams County District Court has presented a need for the position of Probation Officer to the Legislative Body of the County; and,

WHEREAS, there was concurrence that there was sufficient need within the county to justify the creation of the position;

THEREFORE BE IT HEREBY RESOLVED that Position No. 710 – Probation Officer is hereby created; and,

BE IT FURTHER RESOLVED that the attached job description is adopted; and,

BE IT FURTHER RESOLVED that the compensation level for Position No. 710 is set at EE1 of the Adams County Exempt Employee Salary Schedule.

DATED this 29th day of May, 2018.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/John N. Marshall, Chairman
s/Roger L. Hartwig, Vice Chairman
s/Terrance J. Thompson, Commissioner

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