

## COMMISSIONERS' PROCEEDINGS

Adams County Courthouse  
Ritzville, Washington  
Regular Meeting

October 1, 2018  
(Monday)

Call to Order @ 8:30 a.m.

Present:

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

Budget Workshop – Emergency Management

Emergency Management Coordinator Weise reviewed the proposed 2019 budget for Fund #106 noting departmental use of funding through state contracts as well as current expense funding.

[10:11:45 AM](#)

Public Works

Public Works Director O'Brien reported on the following:

- Maintenance – ongoing gravel road maintenance due to potato and onion harvest; hydro seeding; wood deck repair to a bridge on Steele Road
- Fairgrounds – two quotes were received for the repair of an irrigation pump panel; Lad Irrigation quoted a price of \$1,400 to replace the relay or a total of \$1,900 to install an entire new panel and allow additional capacity in the future. Farmers Electric quoted a price of \$2,500 to \$5,500 for repairs. Board **consensus authorized the Public Works Department to move forward with the installation of a new panel through Lad Irrigation to allow for additional capacity in the future at a cost of \$1,900.**
- Solid Waste – recycling of cardboard and metals is taking place; working through issues of the leased trailer damaged in the accident on White Pass
- Developmental Disabilities – the program will no longer be taking recyclables with the closure of the Thrift Store in Othello; Washington Material Management Financing Authority has contacted Public Works to inquire if the Public Works Department would like to become an electronics recycler for Adams County. Director O'Brien expressed interest in the proposal on a trial basis.

- Operations and Maintenance – Director O’Brien presented plans for the probation office remodel at the Public Services Building. The current plans have the front window removed and the office entrance door without a window. The Board requested a window be inserted in the plans. Director O’Brien will contact Judge Benzel and DOH to discuss suggested alterations and bring the proposal to the Board for approval.

Director O’Brien reported he has received notification from Washington Department of Archaeology Historical Preservation (DAHP) that Adams County was not selected for funding for a window replacement project through the State Historic Preservation of County Courthouse Program for the 2019-21 biennium.

Two quotes were received for the garage door enclosure project in the basement of the Sheriff’s Department. Benedict Quality Painting, Ritzville, quoted a price of \$16,782; Straight A Contracting, Othello, quoted a price of \$10,282. Board **consensus authorized the Public Works Department to move forward with the garage door enclosure project utilizing Straight A Contracting, Othello, at a price of \$10,282.** This price does not include the building permit.

### **Engineering**

Engineer Yaeger reported on the following road projects:

- Cunningham Road – the expectation is for the road to be open to traffic the week of October 15, 2018; striping will be applied at a later date
- Lind-Hatton / Damon Road Overlay – October 2, 2018 is the projected start date for the project
- McManamon Road Bridge – work will begin on the bridge on November 15, 2018; paving may require an extension as paving plants may not be running early in the spring; estimated end of project is April 5, 2019

### **Personnel**

Director O’Brien reported the following vacancies remain in his department:

Mechanic – Othello

Solid Waste Attendant – Bruce

Maintenance Worker or Apprentice Maintenance Worker – Lind

Accountant – Ritzville

[11:04:27 AM](#)

**Recess @ 12:00**

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

**Budget Workshop – Superior Court**

The Board reviewed Fund #001/010, discussing areas of concern with the budget related to administrator salary, interpreter fees, and law library costs. Court Administrator Sloan was present.

**Budget Workshop – Juvenile**

Administrator Garza and Administrative Assistant Olascon reviewed the preliminary 2019 budget for Fund #001/085. The Board discussed an area of concern relating to JDAI grant funding. Garza requested salary reclassifications for the positions of Administrator and Administrative Assistant. The Board requested Administrator Garza submit a listing of state funding the juvenile department is expected to receive. A capital outlay request for video conferencing equipment was discussed.

[3:15:28 PM](#)

**Voluntary Stewardship Program**

Building and Planning Director Wiltse reported the Adams County Voluntary Stewardship Program (VSP) work plan has been formally approved by the State of Washington Conservation Commission with program funds available for a qualifying activity. Director Wiltse proposed the remaining funding be used to develop a mapping program accessible to the public. The matter is deferred until final program funds are disclosed to all entities involved.

[3:29:09 PM](#)

[3:30:42 PM](#)

**Employee Sick Leave Initiative 1433**

Auditor Hunt met to discuss Initiative 1433 that went into effect January 1, 2018. The new initiative provides employees earn one (1) hour of sick leave for every forty (40) hours worked.

Adams County currently has a sick leave cap of 960 hours. In order to comply with Initiative 1433, the county will no longer be able to cap employee sick leave hours each year. However, the county does have the authority to limit the sick leave hours each employee is entitled to roll over into the next year.

Auditor Hunt reported the cap has been lifted and employee sick leave hours are accruing in compliance with state law. The payroll system will be modified to reflect that change. Hunt noted employee sick leave hours

allowed to roll over at the beginning of each year will need to be determined prior to the close of this year.

Additionally present were Janet Bowman, Payroll; and Amalia Perez, Human Resources.

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### **Canvassing Board**

John N. Marshall will serve on the Canvassing Board for the November 6, 2018 General Election for the time frame of October 19, 2018 through November 27, 2018. Commissioner Roger L. Hartwig has been designated to serve as alternate for Commissioner Marshall on November 13, 2018 due to a scheduling conflict.

### **Consent Agenda**

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

Preliminary minutes of September 24, 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	3567 – 3602	\$ 38,591.49
001E	3603	\$ 199.58
103	3604 – 3608	\$ 2,125.76
104	3609 – 3619	\$ 12,661.36
106	3620 – 3624	\$ 6,675.23
116	3625 – 3626	\$ 17,401.74
117	3627 – 3628	\$ 709.05
122	3629 – 3630	\$ 6,847.57
130	3631 – 3633	\$ 511.45
502	3634 – 3635	\$ 430.54
108	1577	\$ 24.00
115	1578 – 1585	\$ 5,234.90
401	1586 – 1595	\$ 44,210.48
501	1596 – 1597	\$ 1,288.13
590	1598 – 1605	\$ 46,332.65
	TOTAL	\$183,243.93

**Permanent Minutes Signed**

September 17 and 19, 2018

**Correspondence Received**

David E. Leatherman, President, Adams County Farm Bureau re:  
Annual Meeting and Dinner

Mark Clark, Executive Director, State of Washington Conservation  
Commission re: Approval of Adams County Voluntary Stewardship  
Program Work Plan

Adams County Pet Rescue re: Funding Request

**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