

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse, Ritzville April 24, 2000

The regular meeting of the Adams County Board of Commissioners was called to order by Chairman Bill Wills on Monday, April 24, 2000, at 8:30 a.m. in Ritzville. Commissioner Jeffrey W. Stevens and Commissioner W. L. Schlagel were present.

Added to the agenda was the following:

Attorney Kingen (via telephone) per RCW 42.30.110(1)(i) from 10:30 a.m. approximately to 12:00 noon approximately.

*0-1364

Treasurer Danekas and Auditor McBroom discussed the financial status of the Adams County Fair Fund, Martin Hall Reserve Fund, and Park and Recreation #4 Fund.

The board by consensus authorized the payment for installation costs of the Video Conferencing equipment to be paid fully from Martin Hall Reserve Fund with any shortage to come from Current Expense/non-departmental. Current expense funds will be reimbursed following receipt of budgeted and designated revenue from Community Counseling Services for their share of the project.

Attorney Kingen requested and went into executive session with the Board under RCW 42.30.110(1)(i) via telephone from 11:10 a.m. until 12:07 p.m.

The board recessed for lunch at 12:00 noon and reconvened at 1:00 p.m.

Commissioner Stevens moved, Schlagel seconded, to approve the **Procedure for Disposal of Adams County Surplus Computer Equipment**. Motion carried.

The Board of Adams County Commissioners and the Adams Auditor special deputized the Clerk of the Board to handle certain inventory responsibilities that are generally handled per RCW by the Adams County Auditor.

Commissioner Schlagel moved, Stevens seconded, to approve the **Estoppel Certificate-Tenant document executed by Adams County, State of Washington in favor of Robert H. Reichert and Donna R. Reichert and U.S. Bank National Association**. Motion carried.

*1364-2209

Barbara Anderson, Adams County Community Network, reviewed two proposals that have been approved for formal grant application processing by the Governor's Juvenile Justice Advisory Committee. These proposals are for the following two projects:

Othello Truancy Intervention - a joint project with the Othello School District, Juvenile Services, Adams County Community Counseling Services, and the Adams

County Community Services Network (required no financial match or signatures of the board - information given only)

Othello Juvenile Violence Prevention - a joint project with Othello School District, Adams County Community Services Network, Boys & Girls Club of Columbia Basin, et al (required cash match that has already been secured)

Commissioner Schlagel moved, Stevens seconded, to approve the submission of the Bryne Grant Application. Motion carried.

Commissioner Stevens moved, Schlagel seconded, to approve the Consent Agenda:

Preliminary minutes of April 17, 2000

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	001977-002037	\$ 33,703.88
103	002038-002039	\$ 1,914.23
104	002040-002050	\$ 2,028.63
106	002051-002053	\$ 703.15
108	002054-002056	\$ 2,097.17
113	002057-002058	\$ 183.47
116	002059	\$ 763.71
133	002060	\$ 90.56
502	002061-002070	\$ 22,218.29
115	802-819	\$ 16,809.73
401	820-822	\$ 71,669.86
501	823-825	\$ 1,194.18
590	826-851	\$ 13,133.61
TOTAL		\$166,510.47

Resolution No. R-32-00 In the Matter of Amending Resolution No. 45-85 which adopted a Comprehensive County Property Management and Inventory Procedure and Amending Adams County Code Chapter 2.48

Resolution No. R-33-00 In the Matter of Determining the Location for the Sale of Property to satisfy delinquent Real Property Taxes

Resolution No. R-34-00 In the Matter of Reimbursement of the County Road Fund #115 for Expenditures which should have been incurred by the Solid Waste Fund #401

Resolution No. R-35-00 In the Matter of Reimbursement of the County Road Fund #115 for Expenditures which should have been incurred by the Intergovernmental Service Fund #590

Contract between Adams County and Steelman-Duff, Inc., Clarkston, Washington, for reconstruction of a portion of Paha/Packard Rd. (CRP-125) and a portion of Wellsandt Rd. (CRP-124)

Contract Bond No. 5953976 for Steelman-Duff, Inc. of Clarkston, Washington with Safeco Insurance Company of America

Pay Estimate No. 5 to A & R Construction, Inc., Lewiston, Idaho for work completed to 3/31/00 on CRP-118/CRP-119 Johnathan Borgens Bridge #243-1 and S.P. & S. Overhead Bridge #129-1 in the amount of \$39,684.31

Permanent minutes of April 10 and 12, 2000, were signed.

Correspondence was received from:

Adams County Water Conservancy Board re: agenda for 4/24/00 meeting and preliminary minutes of 3/27/00 meeting

Othello Library Petition signed by employees of Nestles

Copy of letter to Dennis Morgan from Dee Caputo re: subdivision code

City of Othello re: appreciation for free dump day for lawn debris and vegetation

There being no further business to come before the board the meeting was recessed at 2:45 p.m. to reconvene on Tuesday, April 25, 2000, at approximately 1:30 p.m. in Othello at the Twin Dragon Restaurant to meet with Representative George Nethercutt. No formal action on any matter is expected during the luncheon meeting. Adjournment is anticipated by 2:15 p.m.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Bill Wills, Chairman
s/Jeffrey W. Stevens, Commissioner
s/W. L. Schlagel, Commissioner

ATTEST:

s/Linda Reimer, CMC/AAE
Clerk of the Board

RESOLUTION NO. R-32-00

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

**IN THE MATTER OF AMENDING A PORTION OF RESOLUTION NO. 45-85
ADOPTING A COMPREHENSIVE COUNTY PROPERTY MANAGEMENT AND
INVENTORY PROCEDURE; AND, AMENDING ADAMS COUNTY CODE CHAPTER
2.48.040, 2.48.050, AND 2.48.060**

WHEREAS, the procedures for inventory management and for disposal of inventory have changed since adoption of Resolution 45-85; and,

WHEREAS, Resolution 45-85 is codified in Adams County Code Chapter 2.48;

THEREFORE BE IT RESOLVED THAT THE FOLLOWING SECTIONS OF ADAMS COUNTY CODE 2.48 BE AMENDED TO READ AS FOLLOWS:

Section 2.48.040 Inventory Numbers

Section A to now read:

- A. Inventory numbers are required for all county personal property. All inventory numbers are distributed by the Commissioner's Office. County and departmental inventory items will receive an inventory number upon request of any department. Each department is responsible for attaching inventory numbers and maintaining their inventory lists.

Section B to now read:

- B. Inventory numbers will be assigned as follows:
 - (1) Fixed Asset Inventory Items (\$500+). Items in this category will be assigned a numbered metallic tag. Numbers should be affixed in a place on the item that does not detract from the value of the item.
 - (2) Departmental Inventory Items (\$50 to \$499). Items in this category will be assigned a numbered white tag. Numbers should be affixed in a place on the item that does not detract from the value of the item.

Section 2.48.050 Non-numbered Inventories

Section A to now read:

- A. Certain types of county property do not lend themselves to standard inventory procedures. Some county and departmental inventory items may need to be covered by a non-numbered procedure. The department is granted discretion concerning these items.

Section B to now read:

- B. Serial numbers may be substituted for certain items. Etched or engraved inventory numbers may be used.

Section 2.48.060 Budget Requests

Section B to now read:

- B. Individual department inventory items costing between \$50 and \$249 may be purchased out of sub-object .35 (Small Tools and Equipment). Individual items are defined as those being wholly functional without additional components.

Section C to now read:

- C. All county inventory items costing \$250 or more are required to be under capital outlay. Each item must be listed separately in budget requests. Changes in appropriated items can only be made with commissioner's approval.

Section D. to be DELETED.

DATED this 24th day of April, 2000.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, COMMISSIONERS
s/Bill Wills, Chairman
s/Jeffrey W. Stevens, Commissioner
s/W. L. Schlagel, Commissioner

ATTEST:
s/Linda Reimer, CMC/AE
Clerk of the Board

RESOLUTION NO. R-33-00

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

**IN THE MATTER OF DETERMINING THE LOCATION FOR THE SALE OF PROPERTY
TO SATISFY DELINQUENT REAL PROPERTY TAXES**

WHEREAS, on the 24th day of April, 2000, in Adams County Superior Court, Cause No. 99-2-00162-5, a Decree and Order of Sale was entered directing Adams County to sell certain real property to satisfy liens for delinquent taxes; and,

WHEREAS, it is proper under the provisions of RCW 84.64.080 for the undersigned Board of County Commissioners to determine the time, between 9:00 a.m. and 9:00 p.m., and date and location where the sale will be conducted; and,

WHEREAS, it appears to said board that a suitable place to conduct said sale is on the steps of the Adams County Courthouse at 210 W. Broadway, Ritzville, Washington, and;

WHEREAS, it appears to said board that a suitable time for said sale is 9:00 a.m. on Friday, May 19, 2000;

THEREFORE BE IT RESOLVED THAT the sale of certain real property to foreclose the tax lien for delinquent real property taxes due, which are the subject of Adams County Tax Cause No. 99-2-00162-5, be held at the Adams County Courthouse, 210 W. Broadway, Ritzville, Washington, and that the sale be conducted at 9:00 a.m. on Friday, May 19, 2000.

DATED this 24th day of April, 2000.

BOARD OF COUNTY COMMISSIONERS
 ADAMS COUNTY, WASHINGTON
 s/Bill Wills, Chairman
 s/Jeffrey W. Stevens, Commissioner
 s/W. L. Schlagel, Commissioner

ATTEST:
 s/Linda Reimer, CMC/AE
 Clerk of the Board

**RESOLUTION NO. R-34-00
 ORDER OF THE BOARD OF COUNTY COMMISSIONERS
 ADAMS COUNTY, WASHINGTON**

**IN THE MATTER OF REIMBURSEMENT OF THE COUNTY ROAD FUND #115 FOR EXPENDITURES
 WHICH SHOULD HAVE BEEN INCURRED BY THE SOLID WASTE FUND #401**

WHEREAS, the below expenditures for salaries for December should have been incurred by the Solid Waste Fund #401;

THEREFORE BE IT RESOLVED that the following journal entry will stand as the basis for reduction of County Road Fund #115 1999 expenditures and the increase of 1999 expenditures for the Solid Waste Fund #401 and the related cash transfers with the revenue received recorded as BARS 389.90.00.10.

Required: Journal Entry			Effective Date: 04-24-00		
Fund – BARS Code	Budget		Actual		
	Debit	Credit	Debit	Credit	
401-537.10.10			\$3,832.18		
401-537.10.12			0.00		
401-537.10.20			952.45		
401-537.80.10			95.10		
401-537.80.12			0.00		
401-537.80.20			0.00		
401 – Cash					\$4,879.73
To reimburse County Road #115 for salaries for December, 1999.					
Entry Total	\$ 0.00	\$ 0.00	\$4,879.73		\$4,879.73
115 – Cash			\$4,879.73		
115-542.00.10.01					\$3,927.25
115-542.00.20.01					\$ 952.48

To record a reduction in expenditure as a result of Solid Waste Fund #401 reimbursement.

Entry Total	\$ 0.00	\$ 0.00	\$4,879.73		\$4,879.73
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DATED this 27th day of April, 2000.

BOARD OF COUNTY COMMISSIONERS
 ADAMS COUNTY, WASHINGTON
 s/Bill Wills, Chairman
 s/Jeffrey W. Stevens, Commissioner
 s/W. L. Schlagel, Commissioner

ATTEST:
 s/Linda Reimer, CMC/AAE
 Clerk of the Board

RESOLUTION NO. R-35-00

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

**IN THE MATTER OF REIMBURSEMENT OF THE COUNTY ROAD FUND #115 FOR EXPENDITURES
 WHICH SHOULD HAVE BEEN INCURRED BY THE INTERGOVERNMENTAL SERVICE FUND #590**

WHEREAS, the below expenditures for salaries for December should have been incurred by the Intergovernmental Service Fund #501;

THEREFORE BE IT RESOLVED that the following journal entry will stand as the basis for reduction of County Road Fund #115 1999 expenditures and the increase of 1999 expenditures for the Intergovernmental Service Fund #590 and the related cash transfers with the revenue received recorded as BARS 389.90.00.11

Required: Journal Entry			Effective Date: 04-24-00		
Fund – BARS Code	Debit	Budget Credit	Debit	Actual Credit	
590-519.30.00.11			\$ 2,767.72		
590-519.30.00.20					
590-548.10.00.11			1,842.54		
590-548.10.00.20			5,752.78		
590-548.20.00.11			4,743.81		
590-548.20.00.20					
590-548.30.00.11			13,462.63		
590-548.30.00.20					
590-548.40.00.11			83.05		
590-548.40.00.20					
590-548.60.00.11			600.51		
590-548.60.00.20					
590 – Cash					\$29,253.04
To reimburse County Road Fund #115 for salaries for December, 1999					
Entry Total	\$ 0.00	\$ 0.00	\$29,253.04		\$29,253.04
115 – Cash			\$29,253.04		
115-542.00.11.01					\$23,500.26
115-542.00.20.01					5,752.78
To record a reduction in expenditure as a result of IGS Fund #590 reimbursement.					
Entry Total	\$ 0.00	\$ 0.00	\$29,253.04		\$29,253.04

DATED this 24th day of April, 2000.

BOARD OF COUNTY COMMISSIONERS
 ADAMS COUNTY, WASHINGTON
 s/Bill Wills, Chairman
 s/Jeffrey W. Stevens, Commissioner

s/W. L. Schlagel, Commissioner

ATTEST:
s/Linda Reimer, CMC/AAE
Clerk of the Board

**PROCEDURE for DISPOSAL
of
ADAMS COUNTY SURPLUS COMPUTER EQUIPMENT**

SECTION 1. AUTHORITY

- 1.1 The Board of Adams County Commissioners hereby establishes the following procedures and policy guidelines to govern the disposal and distribution of county surplus computer equipment to the Ritzville, Lind, Washtucna, Benge and Othello Public Schools in Adams County.

SECTION 2. PROCEDURES

- 2.1 Requirements set forth in Adams County Code Chapter 2.48.080 shall apply.
- 2.2 A committee consisting of five (5) members will be created to determine distribution of equipment. The committee will consist of one (1) county employee from each of the following schools - Ritzville, Lind, Washtucna/Benge, and Othello - and the Director of Central Services. The Director of Central Services serves as chairman of the committee. The Adams County Board of Commissioners appoints the four county employees. If there is not a county employee interested in serving on the committee from a school, the position on the committee is filled at-large. Committee members serve until resignation from the committee or termination of employment with the county.
- 2.3 After all the surplus equipment items have been determined, information will be sent regarding the expected surplus equipment to the public schools listed above. A request form will be sent with the letter to be completed by the interested schools. The request forms must be returned by the specified date to be considered.
- 2.4 The committee will meet once per year to determine the distribution of the equipment. Need and expected usage of the equipment determines priority for distribution.
- 2.5 The school requesting equipment will be notified of the committee's decision. Instructions on securing equipment will be distributed to them.
- 2.6 If there is no interest from any of the schools the surplus computer equipment will be disposed of through other authorized means.

SECTION 3. EFFECTIVE DATE

This policy shall be effective immediately upon execution.

DATED this 24th day of April, 2000.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Bill Wills, Chairman
s/Jeffrey W. Stevens, Commissioner
s/W. L. Schlagel, Commissioner

ATTEST:
s/Linda Reimer, CMC/AE
Clerk of the Board