

COMMISSIONERS' PROCEEDINGS

Regular Meeting Adams County Courthouse, Ritzville

July 21, 2003
(Monday)

Call to Order @ 8:30 a.m.

Present:

Chairman Rudy Plager
Vice-Chairman Richard Johnson
Commissioner Jeffrey W. Stevens

*0-1228

Lind-Hatton Rd. – CRP-138

Commissioner Johnson moved, Stevens seconded, to *approve Pay Estimate #1 to Tommer Construction, Ephrata, for work completed 6-26-03 to 7-15-03 on the Lind-Hatton Rd. Project in the amount of \$104,527.24. Motion carried unanimously.*

Rodeo Lake

Commissioner Stevens moved, Johnson seconded, to *award the bid for the Rodeo Lake Project per recommendation from Engineer Johns to Willms Corporation, Inc., Spokane, as lowest responsive bidder in the amount of \$146,435.89. Motion carried unanimously.*

The Concurrence of Award document was signed.

Building and Planning Department

Board consensus approved the purchase of office furniture and panel dividers for the department in order to accommodate the staff and to address ergonomic needs of the staff. Used furniture quote from Contract Resource Group, Inc., Spokane, was quoted at \$5,339.06.

GIS Coordinator

Public Works Director O'Brien reported that an offer for the position of GIS Coordinator had been extended and accepted (pending qualified pre-employment checks) with the individual to begin August 4, 2003.

*1228-1506

QWEST Corporation, Inc.

Prosecutor Flyckt discussed options for handling the QWEST Civil Case. **Board consensus approved** tendering defense to the Department of Revenue since the Attorney General agreed to accept on behalf of the counties named in the suit. Prosecutor Flyckt will prepare the necessary paperwork.

Jail Inspection

The Board conducted the second quarter jail inspection.

Recess @ 12:00

Reconvene @ 1:00 p.m.

*1506-2038

Strengthening Families

Commissioner Stevens moved, Johnson seconded, to *authorize the Chairman to sign the Strengthening Families Contract between Community Counseling Services and Tim Taff to provide Program Coordinator Professional Services for the Othello program at \$80 per session not to exceed \$720.00.* **Motion carried unanimously.**

Mental Health Service

Commissioner Johnson moved, Stevens seconded, to *authorize the Chairman to sign the Community Mental Health Services Agreement between NCWRSN and Adams County #0301Adams effective August 1, 2003 to June 30, 2005.* **Motion carried unanimously.**

Ritzville Staffing

Director Brueske reported on the discussions held with the Adams County Health District regarding a potential sharing of employee between the offices in Ritzville and noted that it was not feasible at this time due to the employee needing to be available in each office during prime client hours.

The Board by **consensus** authorized the Ritzville Office position vacancy to be filled.

*2038-2263

On-the-Job Related Meal Expenses

Commissioner Stevens moved, Johnson seconded, to *approve Resolution No. R-69-03 In the Matter of Establishing the Reimbursement Rate and Guidelines for On-the-Job Related Meal*

Expenses Incurred by Elected Officials, Department heads, and Employees; and, Rescinding Resolution No. R-100-99. Motion carried unanimously.

The new rate adopted authorizes at the following levels: Breakfast \$8; Lunch \$11; and Dinner \$16.

Annual Leave and Sick Leave

Commissioner Johnson moved, Stevens seconded, to *approve Resolution No. R-68-03 In the Matter of Employee Benefit Retention When Transferring From One County Department to Another County Department. Motion carried unanimously.*

Code Publishing, Inc.

Commissioner Johnson moved, Stevens seconded, to *authorize the Chairman to sign the Authorization to Proceed for Code Publishing, Inc. to provide a Folio Views 4.x electronic infobase of the Adams County Code ready for a Windows operating system at a cost of \$900. Motion carried unanimously.*

This package includes software licensing permits and on-site training by the Company, in addition to the print-image files at supplement time for in-house printing.

Adams County Water Conservancy Board

Commissioner Plager moved, Johnson seconded, to *re-appoint Dennis E. Swinger, Sr. to the Adams County Water Conservancy Board for a six-year term effective November 16, 2003, through November 15, 2009. Motion carried unanimously.*

Consent Agenda

Commissioner Stevens moved, Johnson seconded, to *approve the Consent Agenda. Motion carried unanimously.*

Preliminary minutes of July 14 and 16, 2003

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	033676-033727	\$ 30,377.72
103	033728-033733	\$ 5,489.76
104	033734-033741	\$ 7,178.88
106	033742	\$ 211.11
108A	033743	\$ 20,000.00
111	033744	\$ 321.33
112	033745	\$ 51.90
113	033746	\$ 322.80
117	033747-033756	\$ 1,610.77
122	033757-033758	\$ 1,497.67
130	033759-033760	\$ 86.75
166	033761-033766	\$ 1,864.92
502	033767-033772	\$ 8,015.08
590	Hand Pay	\$ 2,107.20
001	1217-1220	\$ 1,411.42
115	1221-1246	\$211,868.05
401	1247-1251	\$ 47,516.17
501	1252-1262	\$ 10,333.33
590	1263-1280	\$ 19,824.63
	TOTAL	\$370,089.49

Permanent Minutes Signed

July 7 and 9, 2003

Correspondence Received

QuadCo Meeting minutes of April 25, 2003 and Agenda for July 25, 2003

Adjournment @3:00 p.m.

Submitted:
s/Linda Reimer, MMC
Clerk of the Board

Edited and Approved:

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Rudy Plager, Chairman
s/Richard Johnson, Vice-Chairman

s/Jeffrey W. Stevens, Commissioner

**RESOLUTION NO. R-63-03
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 June 2003 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 2003 expenditures and the increase of 2003 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: July 21, 2003			
Fund – BARS Code	Budget		Actual		
	Debit	Credit	Debit	Credit	
401-537.10.10.01			\$6,249.23		
401-537.10.12.01			0.00		
401-537.10.20.01			1,954.09		
401-537.70.10.01			277.06		
401-537.70.20.01			93.50		
401-537.80.20.01			95.70		
401-537.80.20.01			25.51		
401 – Cash				\$8,695.69	
To reimburse County Road #115 for salaries for June 2003					
Entry Total	\$ 0.00	\$ 0.00	\$8,695.69	\$8,695.69	
115 – Cash			\$8,695.69		
115-542.00.10.01				\$6,622.59	
115-542.00.20.01				\$2,073.10	
To record a reduction in expenditure as a result of Solid Waste Fund #401 reimbursement.					
Entry Total	\$ 0.00	\$ 0.00	\$8,695.69	\$8,695.69	

DATED this 21st day of July, 2003.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Rudy Plager, Chairman
s/Richard Johnson, Vice-Chairman
s/Jeffrey W. Stevens, Commissioner

ATTEST:
s/Linda Reimer, MMC
Clerk of the Board

RESOLUTION NO. R-64-03

**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 June 2003 should have been incurred by the Intergovernmental Service Fund #590;

THEREFORE BE IT RESOLVED that the following journal entry will stand as the basis for reduction of County Road Fund #115 2003 expenditures and the increase of 2003 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: July 21, 2003				
Fund – BARS Code	Debit	Budget	Credit	Debit	Actual	Credit
590-519.30.11.01				\$ 886.18		
590-519.30.20.01				192.63		
590-548.10.11.01				1,340.41		
590-548.10.20.01				425.11		
590-548.20.11.01				1,111.25		
590-548.20.20.01				295.66		
590-548.30.11.01				17,780.93		
590-548.30.20.01				4,681.24		
590-548.40.11.01				71.55		
590-548.40.20.01				21.16		
590-548.60.11.01				622.46		
590-548.60.20.01				162.99		
590-548.70.11.01				648.55		
590-548.70.20.01				183.72		
590 – Cash						\$28,423.84
To reimburse County Road Fund #115 for salaries for June, 2003						
Entry Total	\$ 0.00		\$ 0.00	\$28,423.84		\$28,423.84
115 – Cash				\$28,423.84		
115-542.00.11.01						\$22,461.33
115-542.00.20.01						5,962.51
To record a reduction in expenditure as a result of IGS Fund #590 reimbursement.						
Entry Total	\$ 0.00		\$ 0.00	\$28,423.84		\$28,423.84

DATED this 21st day of July 2003.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Rudy Plager, Chairman
s/Richard Johnson, Vice-Chairman
s/Jeffrey W. Stevens, Commissioner

ATTEST:
s/Linda Reimer, MMC
Clerk of the Board

RESOLUTION NO. R-68-03

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

**IN THE MATTER OF EMPLOYEE BENEFIT RETENTION WHEN TRANSFERRING
FROM ONE COUNTY DEPARTMENT TO ANOTHER COUNTY DEPARTMENT**

WHEREAS, current employee of the county occasionally transfer from one position in a department to another position in a different department; and,

WHEREAS, accrued benefits can have a significant impact on the budget of the respective departments involved with the transfer;

THEREFORE BE IT RESOLVED that an employee transferring from a position in one department to a vacant position in another department shall be subject to the following rules concerning accrued annual leave and sick leave:

Annual Leave – all unused annual leave hours shall be paid to the transferring employee by the employee's current department. Hours shall be paid at the employee's current rate of pay prior to transfer to the new department and subject to standard deductions. Payment will be issued at the time of the next official payroll date. Should the employee leave the new position/department prior to completion of the one year probation period whether as a result of another transfer, resignation, or termination, any earned annual leave during this probation time are forfeited and unpaid subject to guidelines established in the Personnel Policy and/or Union Contract.

Sick – all accrued sick hours shall be retained by the employee at the time of transfer to another department to be available for use under the guidelines established in the Personnel Policy and/or Union Contract

DATED this 21st day of July, 2003.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Rudy Plager, Chairman
s/Richard Johnson, Vice-Chairman
s/Jeffrey W. Stevens, Commissioner

ATTEST:
s/Linda Reimer, MMC
Clerk of the Board

RESOLUTION NO. R-69-03

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

IN THE MATTER OF ESTABLISHING THE REIMBURSEMENT RATE AND GUIDELINES FOR ON-THE-JOB RELATED MEAL EXPENSES INCURRED BY ELECTED OFFICIALS, DEPARTMENT HEADS, AND EMPLOYEES; AND, RESCINDING RESOLUTION NO. R-100-99

WHEREAS, elected officials, department heads, and employees often incur meal expenses while out-of-the county on work related matters; and,

WHEREAS, a set policy applicable to all would provide uniformity for auditing purposes;

THEREFORE BE IT RESOLVED that the following constitutes policy/procedure for reimbursement requests for meal expenses:

1. Employee will complete an "Expense Claim Form".
2. Meals will be reimbursed at the following maximum amounts effective August 1, 2003:

Breakfast:	\$ 8.00
Lunch:	\$11.00
Dinner:	\$16.00
3. Receipts are required for reimbursement and must be attached to the "Expense Claim Form". In no case will reimbursement be greater than actual expense.

AND, BE IT FURTHER RESOLVED that Resolution No. R-100-99 is hereby rescinded.

DATED this 21st day of July, 2003.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Rudy Plager, Chairman
s/Richard Johnson, Vice-Chairman
s/Jeffrey W. Stevens, Commissioner

ATTEST:
s/Linda Reimer, MMC
Clerk of the Board