

## COMMISSIONERS' PROCEEDINGS

### Adams County Courthouse, Ritzville November 29, 1999

The regular meeting of the Adams County Board of Commissioners was called to order by Chairman W. L. Schlagel on Monday, November 29, 1999, at 8:30 a.m. in Ritzville. Commissioner Bill Wills and Commissioner Jeffrey W. Stevens were present.

The board was in workshop with Prosecutor Brueher to review the proposed 2000 budget for the department.

Public Works Director Long recommended individuals to be appointed to the Adams County Road Advisory Board and the Solid Waste Advisory Committee. Roy Alspach recommended that the building located on railroad property be preserved and the lease with the railroad renewed for at least another year in order to give the department sufficient time to locate alternative storage.

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

The board did a physical examination of the storage building located on leased railroad property.

\*1050-3553

Budget workshops were held with Superior Court Judge Miller and Juvenile Court Administrator Gowan.

Commissioner Wills moved, Stevens seconded, to approve the **Cooperative Use Agreement between Adams County, Washington, and Adams County Park & Recreation District #1** for the sole purpose of administering the funds of a Youth Athletic Facilities Program Grant. Motion carried.

Commissioner Stevens moved, Wills seconded, to approve **Amendment No. 1 to the Interlocal Agreement between City of Othello and Adams County - Rodeo Lake Steering Committee** for an additional period effective December 1, 1999, through November 30, 2000. Motion carried.

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

Preliminary minutes of November 22, 1999

**Resolution No. R-100-99 In the Matter of Establishing the Reimbursement Rate and Guidelines for On-the-Job Meal Expenses Incurred by Elected Officials, Department Heads, and Employees**

**Resolution No. R-102-99 In the Matter of Adopting the Job Description for the Position of Recycling Coordinator/Educator**

The following districts filed budgets with the county legislative authority per RCW 84.52.020:

Adams County Fire Protection District No. 5  
Adams County Fire Protection District No. 6

Permanent minutes of November 15, 1999, were signed.

Correspondence was received from:

John Crawford re: Claims and Suits and recent court opinions related to high risk exposure for counties

Dixie Reitmeier re: resignation from Adams County Medical Benefits Committee

Copy of memorandum issued by AG on October 21, 1999 re: I-695

Robert W. Williams re: request for re-appointment to Adams County Fair Board

Kirk Family Revocable Living Trust re: withdrawal of petition to Board of Equalization

There being no further business to come before the board the meeting adjourned at 4:30 p.m.

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

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

#### **RESOLUTION NO. R-100-99**

#### **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**

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

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

**THEREFORE BE IT REVOLVED 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 December 1, 1999:

Breakfast: \$ 7.00  
Lunch: \$10.00  
Dinner: \$16.00

3. Receipts are required for reimbursement and need to be attached to the "Expense Claim Form". In no case will reimbursement be greater than actual expense.

**AND, BE IT FURTHER RESOLVED THAT** the following policy/procedure is adopted as an Appendix to the Adams County Personnel Policy.

**DATED** this 29<sup>th</sup> day of November, 1999.

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

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

**RESOLUTION NO. R-102-99**

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

**IN THE MATTER OF ADOPTING THE JOB DESCRIPTION FOR THE POSITION OF  
RECYCLING COORDINATOR/EDUCATOR**

**WHEREAS**, the position of Recycling Coordinator/Educator is an established position within the county but has not had a fully developed and adopted job description;

**THEREFORE BE IT RESOLVED THAT**

Position 1110 - **Recycling Coordinator/Educator** job description is adopted  
**Classification** is set at **Range 8**

**DATED** this 29<sup>th</sup> day of November, 1999.

BOARD OF COUNTY COMMISSIONERS  
ADAMS COUNTY, WASHINGTON  
s/W. L. Schlagel, Chairman

s/Bill Wills, Commissioner  
s/Jeffrey W. Stevens, Commissioner

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