

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse Ritzville, Washington Regular Meeting

July 5, 2016

(Tuesday due to Independence Day Holiday on Monday)

Call to Order @ 8:30 a.m.

Present:

Chairman John N. Marshall
Vice-Chairman Jeffrey W. Stevens
Commissioner Roger L. Hartwig

Union Negotiations

The Board held a session closed to the public per RCW 42.30.140(4)(b) – “that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining...” Session was held from 9:00 a.m. until 9:55 a.m. Gary and Valerie Hunt, Human Resources, were present.

[10:00:13 AM](#)

Johnson Road Project #1 (CRP-176)

It being the date and time set for bid opening on the Johnson Road Project #1, bids were opened from:

Selland Construction, Inc. P. O. Box 119 Wenatchee, WA 98807	\$2,167,315.00
N. A. Degerstrom, Inc. 3303 N. Sullivan Road Spokane Valley, WA 99216-1676	\$1,997,986.00
Inland Asphalt Company 955 Lacy Road Richland, WA 99352	\$2,027,703.10

Engineer Estimate \$1,962,580.09

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Public Works

Engineer Yaeger and Assistant Engineer Colyar provided the weekly update on maintenance tasks and reviewed the status of the McManamon Bridge project.

Palouse River (Orchards) Bridge #215-1

Commissioner Stevens moved, Hartwig seconded, to *authorize the Chairman to sign the Consultant Agreement between Echelon Engineering, Lynnwood, WA and Adams County to complete the 2016 Underwater Inspection of the Palouse River (Orchards) Bridge #215-1 for the sum of \$5991.* **Motion carried.**

Equipment Rental Rates

Engineer Yaeger reviewed equipment rental rates noting changes, method of computation, and those items reflecting increases and decreases in the rate. No action was taken.

[10:55:04 AM](#)

[11:03:43 AM](#)

Prosecutor

Prosecutor Flyckt reported on his review of documents received from the Public Works Department and the Economic Development Department prior to recommending Board approval.

[11:24:14 AM](#)

Recess @ 12:00

Reconvene @ 1:00 p.m.

[2:08:34 PM](#)

Finance Committee

Treasurer Danekas convened the Finance Committee meeting at 2:08 p.m. with members Auditor Hunt and Commissioner Chairman Marshall. Commissioner Stevens and Hartwig were present.

Treasurer Danekas reviewed reports regarding Adams County Investment Portfolio; agency investments; and, State Revenue distribution through May 31, 2016.

An email, forwarded to Treasurer Danekas by Thurston County Treasurer Shawn Myers, pertaining to Public Disclosure Commission Rule Changes was presented for review.

The Finance Committee adjourned at 2:58 p.m.

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Assessor

Assessor Brewer reviewed a proposal to contract for market analysis preparation in her department utilizing funds from the Real Estate Technology Fund #323. Board **consensus authorized Brewer to move forward with the preparation of a professional services agreement upon determining the hourly charge with an estimate of hours necessary for market analysis preparation services.**

Open Space Committee

The Board requested the opinion of Assessor Brewer relating to the necessity of an Open Space Committee. Pursuant to WAC 458-30-345(2) "Formation – The county legislative authority shall appoint a five-member advisory committee representing the active farming community....unless the county legislative authority finds insufficient interest by the farming community in the formation of such a committee." At this time, Brewer stated there does not appear to be an interest within the farming community and does not feel an Open Space Committee is a necessity for Adams County.

Assessor Office Closure

Assessor Brewer notified the Board that Terra Scan training is available and requested authorization to close the Assessor Office for staff to attend training on July 19, 2016. Board **consensus authorized Brewer to close the Assessor Office on July 19, 2016 to allow staff to attend training in Wenatchee and directing Brewer to post public notification of such in the newspaper of record and on the Adams County website.**

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[3:58:35 PM](#)

Resolution No. R-018-2016

Commissioner Stevens moved, Hartwig seconded, to *approve Resolution No. R-018-2016 In the Matter of Creating the Position of Chief Deputy Prosecutor; Setting the Classification and Compensation Level for the Position; and, Adopting the Job Description.* Motion carried.

Resolution No. R-019-2016

Commissioner Stevens moved, Hartwig seconded, to *approve Resolution No. R-019-2016 In the Matter of Modifying the Job Description for Position No. 1003S – Senior Deputy Prosecutor and Reclassifying the Position.* Motion carried.

Voluntary Stewardship Program

Commissioner Hartwig moved, Stevens seconded, to *authorize the Chairman to sign the Contract Services Agreement between Adams County and Anchor QEA, LLC, Kennewick, Washington to provide professional consultation and organizational services to Adams County for the creation of the Voluntary Stewardship Program (VSP) with compensation not to exceed \$177,500 with a completion date of June 30, 2017.* **Motion carried.**

IHCS Emergency Generator

Commissioner Hartwig moved, Stevens seconded, to **approve Resolution No. R-015-2016 In the Matter of Notice to Contractors to install a standby emergency generator to include removal of existing landscape materials to three feet beyond location to receive new generator base; remove and stockpile bark and topsoil; excavate for generator base pad; form and install concrete base; trench and backfill for conduits and irrigation; modify irrigation system; reinstall topsoil and bark mulch; install standby generator; transfer switch; disconnect switch; associated electrical work; and, remove existing generator.** **Motion carried.** Bid opening was set for Monday, July 25, 2016 at 10:00 a.m. in Room 202 of the Adams County Courthouse, Ritzville.

Adams County Development Council

Commissioner Stevens moved, Hartwig seconded, to *approve Addendum No. 10 between Adams County and the Adams County Development Council extending the terms and conditions of the original Agreement (May 12, 2008) for a period beginning July 1, 2016 and ending June 30, 2017.* **Motion carried.**

Resolution No. R-017-2016

Commissioner Hartwig moved, Stevens seconded, to *approve Resolution No. R-017-2016 In the Matter of Request by Adams County for Approval by the Health Care Authority to Participate in the State Insurance Plans.* **Motion carried.**

WSU Cooperative Extension

Commissioner Stevens moved, Hartwig seconded, to *authorize the Chairman to sign the Memorandum of Agreement between Washington State University Extension and Adams County, Appendix A, authorizing funding to provide an extension program in the amount of \$62,064.25 for the period January 1, 2016 through December 31, 2016.* **Motion carried.**

Consent Agenda

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

- Preliminary minutes of June 13, 2016
- Preliminary minutes of June 20, 2016
- Preliminary minutes of June 27, 2016

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	162414 – 162433	\$ 8,616.27
103	162434 – 162438	\$ 4,364.52
104	162439 – 162441	\$ 4,105.61
112	162442	\$ 138.09
117	162443 – 162444	\$ 180.30
120	162445	\$ 1,985.22
122	162446 – 162450	\$ 2,485.74
123	162451 – 162452	\$ 2,037.00
502	162453 – 162455	\$ 604.06
115	1016 – 1020	\$ 89,036.86
401	1021	\$ 8.08
501	1022	\$ 149.71
590	1023 – 1032	\$ 74,148.08
	TOTAL	\$187,859.54

Approval of **Resolution No. R-016-2016 In the Matter of Transferring Funds from Current Expense Fund #001 to Integrated Health Care Services Fund #104**

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[4:24:47 PM](#)

Wastewater Plant Feasibility Study

Commissioner Stevens moved, Hartwig seconded, to *authorize the Chairman to sign the Agreement for Consulting Services between Adams County and Brown and Caldwell, a California corporation, to complete the Bruce Industrial Wastewater Feasibility Study*. **Motion carried.**

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Johnson Road Project #1 (CRP-176)

Commissioner Hartwig moved, Stevens seconded, to *award the Contract of Johnson Road Project #1, CRP-176 to N.A. Degerstrom, Inc., Spokane Valley, Washington as the lowest responsible bidder in the amount of \$1,997,986; and to authorize the Chairman to sign the Concurrence to Award. Motion carried.* The bid is 102% of the engineer's estimate of \$1,962,580.09.

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Superior Court Clerk Position

A letter was sent to the Republican Central Committee Chairman officially notifying them of the resignation of Clerk Susan Kirkendall.

Permanent Minutes Signed

June 6 and 8, 2016

Adjournment @ 4:40 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/Jeffrey W. Stevens, Vice-Chairman
s/Roger L. Hartwig, Commissioner

RESOLUTION NO. R-015-2016

**NOTICE TO CONTRACTORS
County of Adams
Integrated Health Care Services
Othello, Washington**

Sealed bids will be received by Adams County at the office of the Board of County Commissioners located in the courthouse at 210 W. Broadway, Ritzville, Washington 99169, **until 10:00 a.m., Monday, July 25, 2016** and will be opened and publicly read on

July 25th, 2016 at 10:00 a.m. for the following construction improvements:

Install standby emergency generator to include removal of existing landscape materials to three feet beyond location to receive new generator base, remove and stockpile bark and topsoil, excavate for generator base pad, form and install concrete base, trench and backfill for conduits and irrigation, modify irrigation system, reinstall topsoil and bark mulch, install standby generator, transfer switch, disconnect switch, associated electrical work, and remove existing generator.

The Board of Adams County Commissioners reserves the right to reject any or all bids, to waive informalities or irregularities in the bids or in the bidding, if the best interest of Adams County will be served, or to accept the bid, which in their opinion best serves the interest of Adams County.

- A. Bidding Documents, including Instructions to Bidders, Form of Agreement, General Requirements, Drawings and Specifications entitled Adams County Integrated Health Care Services Standby Emergency Generator may be examined at Adams County Public Works or at the office of the Architect.
 - 1. Owner's Representative: Adams County Public Works, 210 W. Alder Street, Ritzville, WA 99169, (509) 659-3276
 - 2. Architect: The DOH Associates, PS, 7 N. Wenatchee Avenue, Suite 500, Wenatchee, WA 98801, (509) 662-4781
- B. Bidders, sub-bidders and suppliers may obtain Bidding Documents from the Architect's office.
 - 1. One electronic set in Photoshop Document Format will be provided at no cost.
 - 2. Printed Bidding Documents may be purchased for \$50 per set.
 - 3. Printed parts of set may be purchased by paying cost of reproduction.
- C. Prime Bidders who are bidding without procuring plans from the Architect are required to send a written request to be included on the bidder's list and shall identify the source of their bid documents.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

DATED this 5th day of July 2016.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/John N. Marshall, Chairman
s/Jeffrey W. Stevens, Vice-Chairman
s/Roger L. Hartwig, Commissioner

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

RESOLUTION NO. R-016-2016

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM CURRENT EXPENSE FUND
#001 TO INTEGRATED HEALTH CARE SERVICES/PUBLIC HEALTH FUND #104**

WHEREAS, funds were allocated in the Current Expense Non Departmental Fund for partial support of Integrated Health Care Services/Public Health for the 2016 Budget Year;

THEREFORE BE IT HEREBY RESOLVED that Fifty Thousand and no/100 dollars (\$50,000) be transferred from Current Expense Non Departmental Fund #001-099, BARS 597.62.00.00 to Integrated Health Care Services/Public Health Fund #104, BARS 397.00.00.00.

DATED this 5th day of July, 2016.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/John N. Marshall, Chairman
s/Jeffrey W. Stevens, Vice Chairman
s/Roger L. Hartwig, Commissioner

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

RESOLUTION NO. R-017-2016

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

**IN THE MATTER OF REQUEST BY ADAMS COUNTY FOR APPROVAL BY THE
HEALTH CARE AUTHORITY TO PARTICIPATE IN THE STATE INSURANCE PLANS**

WHEREAS, the Health Care Authority administers the medical, dental, life, and long term disability insurance coverage for the employees of the State of Washington, as set forth in Chapter 41.05 RCW; and,

WHEREAS, the Board of County Commissioners representing Adams County have reviewed the state insurance plans, Chapter 41.05 RCW, Chapter 41.04.205 RCW, Chapter 182-08 WAC, and Chapter 182-12 WAC; and,

WHEREAS, we deem the state insurance plans as providing desirable insurance coverage for the employees and members of the governing body; and,

WHEREAS, we certify that all employees and members of the governing body enrolled are eligible to participate in the state insurance plans;

THEREFORE BE IT RESOLVED that Adams County requests approval by the Health Care Authority to participate in the state insurance plans for the employees of Adams County subject to the requirements of RCW 41.04.205 and the rules adopted thereunder.

DATED this 5th day of July, 2016.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/John N. Marshall, Chairman
s/Jeffrey W. Stevens, Vice-Chairman
s/Roger L. Hartwig, Commissioner

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

RESOLUTION NO. R-018-2016

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

**IN THE MATTER OF CREATING THE POSITION OF CHIEF DEPUTY PROSECUTOR;
SETTING THE CLASSIFICATION AND COMPENSATION LEVEL FOR THE
POSITION; AND, ADOPTING THE JOB DESCRIPTION.**

WHEREAS, it has been determined that a Chief Deputy Prosecutor position within the Adams County Prosecutor Office is a necessary position to ensure efficient functioning of the office;

THEREFORE BE IT HEREBY RESOLVED that the following position is created:

Position No. 1003C Chief Deputy Prosecutor
Classification: FLSA EXEMPT
Compensation: M6
Job Description as Attached

DATED this 5th day of July, 2016.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/John N. Marshall, Chairman
s/Jeffrey W. Stevens, Vice Chairman
s/Roger L. Hartwig, Commissioner

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

RESOLUTION NO. R-019-2016

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

**IN THE MATTER OF ADOPTING THE MODIFIED JOB DESCRIPTION FOR POSITION
NO. 1003S – SENIOR DEPUTY PROSECUTOR AND RECLASSIFYING THE
POSITION**

WHEREAS, changes within the Adams County Prosecutor Office have been implemented that affect specific duties and responsibilities of the Senior Deputy position; and

WHEREAS, it is necessary to separate the Senior Deputy Job Description from the Junior Deputy Job Description;

THEREFORE BE IT HEREBY RESOLVED that the revised job description for Position #1003S – Senior Deputy Prosecutor – is hereby modified to reflect specific duties and responsibilities; and

BE IT FURTHER RESOLVED that Position #1003S – Senior Deputy Prosecutor – is hereby reclassified to Management Level 5 effective July 5, 2016.

DATED this 5th day of July, 2016.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/John N. Marshall, Chairman
s/Jeffrey W. Stevens, Vice Chairman
s/Roger L. Hartwig, Commissioner

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