

## COMMISSIONERS' PROCEEDINGS

Adams County Courthouse  
Ritzville, Washington  
Regular Meeting

January 22, 2018  
(Monday)

**Call to Order @ 8:30 a.m.**

**Present:**

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

**Consent Agenda Addition:**

Approval of Resolution No. R-002-2018  
Approval of Resolution No. R-003-2018

[9:03:29 AM](#)

**Sheriff's Department**

Sheriff Wagner requested and received by **consensus authorization to purchase "Total Station" accident reconstruction software in the amount of \$1,600 utilizing Sheriff Donation Fund #001H.**

Sheriff Wagner requested and received by **consensus authorization to purchase marking cartridges and conversion kits for simunition training exercises.** Paint ammunition cartridges will be purchased as well as a conversion kit that allows marking cartridges to be fired from a service weapon. Sheriff Donation Fund #001H will be utilized for \$3,000 of the cost with the remainder of the cost being paid out of the firearms budget for a total cost of \$6,000. Sheriff Wagner was authorized to proceed provided proper funding is available.

Surplus equipment as well as jail updates were discussed.

[9:20:11 AM](#)

**Employee Evaluation**

Executive session under RCW 42.30.110(1)(g) – "to review the performance of a public employee." Employee evaluation was held from 9:30 a.m. to 10:00 a.m. Economic Development Director Stephen McFadden was present.

[10:03:35AM](#)

## **Public Works**

Public Works Director O'Brien gave updates on road maintenance tasks.

In other business, O'Brien noted:

- **Solid Waste**

A passenger vehicle failed to stop at a stop sign at the intersection of Hatton and Booker Roads, and collided with a county solid waste truck and trailer. Preliminary responses have been sent to Department of Ecology regarding inquiries relating to the Adams County Solid Waste Plan. The Capital Budget included an allocation of approximately \$108,000 for a local solid waste assistance program which will expire in June, 2019. Design specifications are complete for solid waste trailers.

- **Fairgrounds**

Work is continuing on the Commercial Building kitchen remodel.

- **Operations and Maintenance**

A preliminary quote for a laundry room sink in the jail was reviewed. Director O'Brien will review quotes on jail cameras and present his findings to the Board at a later date. The partition in Cell 6 is scheduled to be installed mid-week.

Engineer Yaeger reported on the progress of the McManamon Road Bridge project. Yaeger noted the Cunningham Road Widening project is on schedule with 30% plans on the modifications to the Cunningham Road bridge expected by the end of the week.

## **Talent Development and Retention Program**

Public Works Director O'Brien reviewed a *draft* Talent Development and Retention Program document. The program focus is recruitment as well as retention of employees. The program proposal is for employees to become familiar with the skills and requirements needed in various Public Works positions and when a vacancy occurs, cross-trained employees are available to fill positions in the department.

**Board consensus authorized Director O'Brien to contact Gary Hunt, Human Resources, to move forward with development of a program for the purpose of recruiting and retaining employees in the Public Works Department.**

## **Maintenance Analyst**

Board consensus **authorized filling the Maintenance Analyst position vacancy in the Public Works Department.**

[11:00:07 AM](#)

### **Executive Session**

The Board met in Executive Session under RCW 42.30.110(1)(g) – “To evaluate the qualifications of an applicant for public employment...”.

Session began at 11:07 a.m. and ended at 12:00. Additionally present were Gary and Valerie Hunt, Human Resources.

**Recess @ 12:20 p.m.**

**Reconvene @ 1:15 p.m.**

[1:30:56 PM](#)

### **Group B Water System**

Environmental Health Director Timm Taff met to review a proposed ordinance relating to Group B Public Water Systems. Additionally present was Prosecutor Flyckt.

The proposed ordinance will codify local regulations currently existing in state law. Adopting such an ordinance will allow the state to delegate the enforcement of Group B public water systems to Adams County.

Prosecutor Flyckt suggested Taff obtain copies of ordinances in place in other counties for this purpose as well as referring the matter to the Adams County Planning Commission for consideration.

No action was taken by the Board pending further discussion.

[2:12:05 PM](#)

### **Closed Session**

The Board called for a session closed to the public at 2:13 p.m. to last ten (10) minutes under 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,...” Additionally present was Prosecutor Flyckt. Session ended at 2:23 p.m.

[2:29:09 PM](#)

### **Agricultural Burning Program**

Kary Peterson, Burn Unit Supervisor with the Washington State Department of Ecology, reported the Adams County Conservation District will no longer issue agricultural burn permits, noting this is a temporary

withdrawal of Delegation Order No. 16AQ-038 due to a mutual agreement with the Conservation District's Manager, Cara Hulce.

Agricultural burn permit applications may be mailed to Olympia or processed in person through the Department of Ecology office located in Spokane, Washington. Mr. Peterson noted letters were sent to previous permit holders explaining the permitting options.

The Board suggested the possibility of the Ritzville WSU Extension office temporarily administering the permitting with Mr. Peterson agreeing to contact the extension office.

[2:51:24 PM](#)

The Executive Session scheduled at 3:00 p.m. was cancelled.

[4:15:29 PM](#)

#### **Solid Waste Advisory Committee**

Commissioner Marshall moved, Hartwig seconded, to *re-appoint Mark Wash, Consolidated Disposal Services, Inc., to the Solid Waste Advisory Committee to represent the Waste Management Industry for a three (3) year term effective January 1, 2018 through December 31, 2020.* **Motion carried.**

#### **E-911**

Commissioner Hartwig moved, Marshall seconded, to *authorize the Chairman to sign Contract #E18-017, Amendment A; between Washington State Military Department and Adams County for State Enhanced 911 Funds for a decrease in funding of \$19,200 for a total contract award of \$415,564 for the period July 1, 2017 through August 15, 2018.* **Motion carried.** (FY18 Coordinator Professional Development funding amount is reduced from \$38,400 to \$19,200, a decrease of \$19,200; FY18 Basic Service Operating funding amount remains unchanged.)

#### **McKinney/Thacker Road Safety Project CRP#187**

Commissioner Marshall moved, Hartwig seconded, to *approve Resolution No. R-004-2018 In the Matter of McKinney/Thacker Road Safety Project, CRP #187.* **Motion carried.**

#### **Public Defender Contract Addendum**

Commissioner Hartwig moved, Marshall seconded, to *approve 2018 Addendum to the 2016-2020 Adams County Indigent Defense Contract to assign caseloads, duties and assignments to each attorney and to provide for the division of fees between the attorneys.* **Motion carried.** The

compensation modifications do not alter the total compensation of the underlying contract.

**Consent Agenda**

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

Preliminary minutes of January 16, 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	180069 – 180115	\$ 80,835.07
103	180116 – 180117	\$ 1,349.71
104	180118 – 180128	\$ 8,376.64
106	180129 – 180131	\$ 1,944.26
109	180132	\$ 737.93
116	180133	\$ 1,200.00
130	180134 – 180135	\$ 4,935.72
131	180136	\$ 2,340.75
166	180137 – 180142	\$ 1,522.98
502	180143 – 180150	\$ 12,953.32
108	000001	\$ 697.95
115	000002 – 000007	\$ 22,424.76
401	000008 – 000010	\$ 1,286.23
501	000011 – 000018	\$ 14,882.84
590	000019 – 000023	\$ 1,449.61
	TOTAL	\$156,937.77

Approval of **Resolution No. R-002-2018 In the Matter of Transferring Funds from Current Expense Fund #001 to Courthouse O&M Fund #501**

Approval of **Resolution No. R-003-2018 In the Matter of Transferring Funds from Current Expense Fund #001 to Emergency Services Fund #106**

[4:19:53 PM](#)

**Permanent Minutes Signed**

January 8 and 10, 2018

**Correspondence Received**

Secretary Carol Becker, Adams County Historical Society re:  
request for allocation of funds

Notice of Marijuana License Application re: High Road 502, 669 N.  
Richards Road, Suite V, Ritzville

Air Quality Program Section Manager David T. Knight, Washington  
State Department of Ecology re: withdrawal of Delegated Order No.  
16AQ-E038 for issuing agricultural burn permits and administering the  
agricultural burn program in Adams County

**Adjournment @ 4:45 p.m.**

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

Edited and Approved:

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

**RESOLUTION NO. R-002-2018**

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM CURRENT EXPENSE FUND  
#001 TO COURTHOUSE O&M FUND #501.**

**WHEREAS**, funds were allocated in the 2018 Current Expense Fund #001 for the operation of  
Courthouse O&M Fund #501; and

**THEREFORE, BE IT HEREBY RESOLVED** that One hundred twenty-five thousand and  
no/100 dollars (\$125,000) be transferred from Current Expense Fund #001 BARS 597.18.00.01 to  
Courthouse O&M Fund #501 BARS 397.18.30.00.

**DATED** this 22<sup>nd</sup> day of January, 2018.

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

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

**RESOLUTION NO. R-003-2018**

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM CURRENT EXPENSE FUND  
#001 TO EMERGENCY SERVICES FUND #106**

**WHEREAS**, funds were allocated in the 2018 Current Expense Fund #001 for support of  
Emergency Services Fund #106; and

**THEREFORE BE IT HEREBY RESOLVED** that Fifty-one thousand two hundred twenty-eight  
and no 100's dollars (\$51,228) be transferred from Current Expense Fund #001/099 BARS  
597.25.00.01 to Emergency Services Fund #106 BARS 397.25.60.00.

**DATED** this 22<sup>nd</sup> day of January, 2018.

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

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

Before the Board of County Commissioners of Adams County, Washington

In the matter of (McKinney/Thacker Rd. Safety Project)...**Resolution R-004-2018**

County Road Project  
No.187

IT IS HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS that it is  
their intention to rehabilitate and make improvements to the McKinney Rd #11381 from  
MP 2.01 to MP 3.55 and Thacker Rd. MP 0.00 to MP 0.10. Work to include grading,  
draining, widening of roadway, and asphalt surfacing to reestablish crown and super  
elevation on curves; as well as addressing site distance and clear zone items.

Length of project: **1.64 miles**      Width of roadbed: **38 feet**      Surface: **30 feet**  
Type and depth of surfacing: **2" ACP**  
Estimated date of beginning: **March 2018**  
Estimated date of completion: **December 2019**

BE IT FURTHER RESOLVED that the foregoing proper road there is hereby appropriated the sums in the following detail.

	Total County Road Fund
Preliminary Engineering	\$ 57,500.00
Right-of-way	\$
<u>Items of Work</u>	
County Force	\$
Contract	\$ 805,400.00
Construction Engineering	\$ 57,100.00
Contingencies	
<b>TOTAL</b>	<b>\$ 920,000.00</b>

The county road purpose herein described is HEREBY DECLARED to be a public necessity and the County Road Engineer is HEREBY ORDERED AND AUTHORIZED to report and proceed thereon as by law provided.

BE IT FURTHER RESOLVED that this purpose by Contract in accordance with Standard Road and Bridge Specifications of the State of Washington as adopted by this Board.

Adopted this 22<sup>nd</sup> day of January, 2018.

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

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