

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse Ritzville, Washington Regular Meeting

March 26, 2018
(Monday)

Call to Order @ 8:30 a.m.

Present:

Chairman John N. Marshall
Vice-Chairman Roger L. Hartwig

Agenda Deletion:

Approval of Preliminary Minutes of March 19 and 21, 2018

[9:29:52 AM](#)

Adams County Historical Society

Adams County Historical Society President Rudy Plager, along with Morgane Roth, provided an update of the Society's activities and future goals.

Plager reported rehabilitation work is moving forward on the Van Marter Building in Lind as well as additional lots adjacent to the building have been purchased by the Historical Society. Roth is coordinating with Ritzville Library District #2 to partner with the Historical Society in the digitization of records.

[9:53:09 AM](#)

[10:02:22 AM](#)

Public Works

Public Works Director O'Brien reported on maintenance activities in all three districts.

Solid Waste Comprehensive Plan

The Adams County Solid and Moderate Risk Waste Management Plan has been approved by SWAC and documents establishing cooperative management of solid waste between Adams County and the incorporated areas of Adams County has been reviewed by Prosecutor Flyckt.

An interlocal agreement, stating Adams County will be the lead agency administering the Solid Waste Plan, will be sent to each entity for approval. Public Works Director O'Brien will be available should a city/town desire a discussion of the process moving forward.

Adams County Fair Association Agreement

Options were discussed regarding the recent decision to terminate the Adams County Fairgrounds Management Agreement between the Fair Association and Adams County.

A letter terminating the Agreement will be sent to the Fair Association with an invitation to discuss the matter.

CRABoard Certification

Commissioner Hartwig moved, Marshall seconded, to *authorize the Chairman to sign the CRABoard 2017 Reports which include the Traffic Law Enforcement Certification, Fish Passage Barrier Removal Certification, Annual Certification, Annual Construction Report, County Arterial Preservation Report, and Maintenance Management Certification.*

Motion carried.

[11:03:59 AM](#)

[11:07:52 AM](#)

Corrections

Commissioner Hartwig moved, Marshall seconded, to *authorize the Chairman to sign Proposal #06980-6-0, between Camtek, Inc., Spokane, Washington, and Adams County, for the installation of a high definition IP video surveillance system for the Adams County Jail at a cost of \$60,322.30.* **Motion carried.** Fund #105A will be utilized for this expense.

In other business Sheriff Wagner reported the following:

- The mobile command vehicle obtained through surplus is not able to be fully utilized until the dental equipment is removed. Prosecutor Flyckt advised Sheriff Wagner the first step is to declare the equipment as surplus equipment and move forward through that process. Once declared surplus, options will be reviewed for disposition of equipment.
- Currently one jailor is responsible for evidence collected and is requiring additional staff time. Sheriff Wagner suggested evidence processing become a contracted; part-time or full-time position. The Board requested the Sheriff prepare different proposals for

evidence processing by employee cost or independent contractor cost and present to the Board for further review.

- Ballistic helmets for deputies was requested as well as replacement of deputy flashlights. The Board requested Sheriff Wagner prepare cost estimates prior to approval.

[11:57:38 AM](#)

[11:59:54 AM](#)

Marijuana Regulations

The Board spent time deliberating the proposed 502 ordinance regarding the adoption of regulations for marijuana producers, processors, and retailers.

Building and Planning Director Wiltse was present, noting proposed changes to the ordinance are not significantly different than comment received during public hearings on the matter.

[12:12:13 PM](#)

Recess @ 12:20 p.m.

Reconvene @ 1:15 p.m.

Adams County Historical Society

Board **consensus authorized \$3,000 be allocated to the Adams County Historical Society utilizing Fund #111.**

[2:27:47 PM](#)

Integrated Health Care Services

Molina Health Care representatives Wendy Howard and Paul Harris, along with Integrated Health Care Services Director Guse, provided information regarding the state's transition to fully integrated health care. The effective date of implementation is January 1, 2019.

Additionally present was Prosecutor Flyckt.

By 2020, all regions are required to begin integrated managed care. The Washington Health Care Authority is requesting proposals from the five managed care organizations (Community Health Plan of Washington; Coordinated Care Corporation; Amerigroup Washington, Inc.; Molina Healthcare of Washington, Inc.; and United Health Care). It is necessary for the organizations to have contracts signed prior to submittal of proposal to HCA with four organizations selected in the Spokane Region. If a company is not selected, the contract becomes void.

Commissioner Hartwig moved, Marshall seconded, to *authorize the Chairman to sign each of the following agreements as presented.*

- Community Health Plan of Washington Provider Agreement
- Coordinated Care Corporation
- Amerigroup Washington, Inc.
- Molina Healthcare of Washington, Inc. Provider Services Agreement

Motion carried.

Board **consensus authorized the Chairman to sign Better Health Together Collaborative Memorandum of Understanding committing Adams County to participate as a partnering provider in transformation planning efforts.**

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Human Resource Manager

The Board, following their review of applications, selection of candidates to interview, and conducting interviews offered the position of Human Resource Manager to Amalia Perez, Ritzville. Ms. Perez accepted and will begin April 16, 2018, at a compensation level of M3/S1.

[3:38:53 PM](#)

Material Storage Yard and Ground Lease

Commissioner Hartwig moved, Marshall seconded, to *authorize the Chairman to sign Material Storage Yard and Ground Lease between Avista Corporation, Spokane, Washington, and Adams County for the designated area of the Lind-Warden Laydown Yard for the period August 1, 2018 through December 31, 2018. Motion carried. Avista Corporation shall have successive options to renew this Lease for consecutive one (1) month terms at the same monthly rental rate of \$300 per month on the same terms and conditions upon notice to Adams County within five (5) days preceding the end of any term through April 1, 2019.*

Lind-Hatton/Damon Road Overlay Project

Commissioner Hartwig moved, Marshall seconded, to *approve Resolution No. R-014-2018 In the Matter of Lind-Hatton/Damon Road Overlay Project (CRP-188). Motion carried.*

Resolution No. R-015-2018

Commissioner Hartwig moved, Marshall seconded, to *approve Resolution No. R-015-2018 In the Matter of Establishing a Small Public Works Roster Process to Award Public Works Contracts; a*

Consulting Services Roster for Architectural, Engineering, and Other Professional Services; and a Vendor Roster for Goods and Services Not Related to Public Works Contracts. Motion carried.

Application for Payment of Cremation of Unclaimed Remains of Indigent Person

Commissioner Hartwig moved, Marshall seconded, to *authorize the Chairman to sign the Application for Payment for Cremation of Unclaimed Remains of Indigent Person by Stevens Funeral Home and the Cremation Authorization in the amount of \$925.00.* **Motion carried.**

Consent Agenda

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

March 1 - 15, 2018 Payroll in the amount of \$556,276.35; and, Benefits in the amount of \$103,952.40 (Warrant # Series 529232-529270; Direct Deposit # Series 53446-53634; Benefit/Deduction # Series 1136584-1136596)

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	18955 – 18990	\$55,911.00
103	18991 – 18955	\$ 1,602.67
103A	18996 – 181009	\$10,695.74
106	181010 – 181012	\$ 1,039.50
117	181013	\$ 318.60
119	181014	\$ 600.00
123	181015	\$ 58.65
130	181016 – 181019	\$ 156.44
131	181020	\$ 2,338.97
502	181021 – 181022	\$ 643.91
108	0403 – 0404	\$ 36.94
115	0405 – 0410	\$ 2,522.92
401	0411 – 0414	\$ 5,239.28
501	0415 – 0417	\$ 1,408.75
590	0418 – 0431	\$16,761.44

TOTAL

\$99,334.81

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Integrated Health Care Services

Commissioner Marshall moved, Hartwig seconded, to *authorize the Chairman to sign Agreement 17BHO2092, Amendment #2, with Spokane County, a political subdivision of the State of Washington, by and between the Spokane County Regional Behavioral Health Organization (SCRBHO), a Division of Spokane County Community Services, Housing, and Community Development Department (CSHCD), and Adams County Integrated Health Care Services for the period January 1, 2018 through June 30, 2018. Motion carried.* Adds DBHR guidance documents for drug screens/urinalysis testing for Behavioral Health.

[4:31:05 PM](#)

Permanent Minutes Signed

March 12 and 14, 2018

Correspondence Received

Notice of Marijuana License Application re: Giggle Bush, 986 E. Hampton Road, Suite A, Lind, WA (*Change of Corporate Officers/Stockholders Application*)

Notice of Marijuana License Application re: Evil Spirits Production, 986 E. Hampton Road, Suite G, Lind, WA

Chairman Donald M. Kagele, Adams County Noxious Weed Control Board re: Office Rental and Burning Permits

Adjournment @ 4:30 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/Roger L. Hartwig, Vice-Chairman
Vacant, Commissioner

RESOLUTION NO. R-014-2018

Before the Board of County Commissioners of Adams County, Washington
In the matter of (Lind-Hatton/Damon Road Overlay Project)
County Road Project No.188

IT IS HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS that it is their intention to resurface the Lind-Hatton Rd # 33521 from MP 0.00 to MP 3.71 and Damon Rd # 33674 MP 0.00 to MP 1.19 by adding an HMA wearing surface and guardrail improvements..

Length of project: **4.90 miles** Width of roadbed: **30 feet** Surface: **30 feet**
Type and depth of surfacing: **HMA Wearing Surface**
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.

	County Road Fund
Preliminary Engineering	\$ 50,000.00
Right-of-way	\$
<u>Items of Work</u>	
County Force	\$
Contract	\$1,494,800.00
Construction Engineering	\$ 40,000.00
TOTAL	\$1,584,800.00

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 26st day of March, 2018

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

ATTEST:

s/Patricia J. Phillips
Clerk of the Board

RESOLUTION NO. R-015-2018

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

**IN THE MATTER OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER
PROCESS TO AWARD PUBLIC WORKS CONTRACTS; A CONSULTING
SERVICES ROSTER FOR ARCHITECTURAL, ENGINEERING, AND OTHER
PROFESSIONAL SERVICES; AND A VENDOR ROSTER FOR GOODS AND
SERVICES NOT RELATED TO PUBLIC WORKS CONTRACTS**

WHEREAS, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

WHEREAS, Ch. 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded by a vendor roster process;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF ADAMS COUNTY, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Resolution No. R-29-2012 is hereby repealed.

Section 2. **MRSC Rosters.** The county has contracted with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for county use for small public works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC Rosters and authorizes county staff to sign that contract.

Section 3. **Small Public Works Roster.** The following small works roster procedures are established for use by the county pursuant to RCW 39.04.155:

1. **Cost.** The county need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement

of real property where the estimated cost does not exceed Three Hundred Thousand Dollars (\$300,000.00), which includes the costs of labor, material, equipment, sales, or use taxes as applicable. Instead, the county may use the Small Public Works Roster procedures for public works projects as set forth in this resolution. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.

2. **Publication.** At least once a year, MRSC shall, on behalf of the county, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.
3. **Telephone, Written, or Electronic Quotations.** The county shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). The county may establish supplementary bidder criteria under RCW 39.04.350 (2) to be considered in the process of awarding a contract.
 - a) A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
 - b) Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the county may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) to three hundred thousand dollars (\$300,000), the county may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the

remaining contractors on the appropriate small works roster that quotations on the work are being sought. The county has the sole option of determining whether this notice to the remaining contractors is made by:

- (i) publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
 - (ii) mailing a notice to these contractors; or
 - (iii) sending a notice to these contractors by facsimile or email.
- c) At the time bids are solicited, the county representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
- d) A written record shall be made by the county representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

4. **Limited Public Works Process.** If a work, construction, alteration, repair, or improvement project is estimated to cost less than thirty-five thousand dollars (\$35,000), the county may award such a contract using the limited public works process provided under RCW 39.04.155 (3). For a limited public works project, the county will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the county may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the county shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The county shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

5. **Determining Lowest Responsible Bidder.** The county legislative body shall award the contract for the public works project to the lowest responsible bidder

provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the county legislative body may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibility criteria established by the county.

6. **Award.** All of the bids or quotations shall be collected by the county representative or his designee.
 - a) The county representative or his designee shall then present all bids or quotations and their recommendation for award of the contract to the county legislative body. The county legislative body shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
 - b) If the county legislative body delegates the authority to award bids to a county representative of the county for public works projects costing less than or equal to \$40,000, the county representative shall have the authority to award public works contracts without county legislative body approval, provided that the county legislative body shall ratify the county representative's approval at the next scheduled county legislative body meeting by means of the consent agenda. For public works projects costing more than \$300,000, the county legislative body shall award all public works contracts.

Section 4. Consulting Services Roster. The following consulting services roster procedures are established for use by the county pursuant to RCW 39.80.030:

1. **Consulting Services.** Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.
2. **Publication.** At least once a year, MRSC shall, on behalf of the county, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.
3. **Review and Selection of the Statement of Qualifications Proposals.** The county shall use the following process to select the most highly qualified

Architectural or Engineering firm off of the Consulting Services Roster to provide the required services:

- a) The county legislative body shall establish criteria that the county representative, or their designee, must consider in evaluating Architectural or Engineering firms for a given project. Such criteria shall include a plan to insure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services. The level of participation by minority and women-owned firms and veteran-owned firms shall be consistent with their general availability within the jurisdiction of the county.
- b) The county representative, or their designee, shall evaluate the written statements of qualifications and performance data on file with the county at the time that architectural or engineering services are required;
- c) Such evaluations shall be based on the criteria established by the county legislative body; and
- d) The county representative, or their designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.
- e) The firm deemed most highly qualified by the agency to do the project will be selected.

4. Award.

- a) The county legislative body considers the proposal received and awards the contract; or
- b) If the county legislative body delegates the authority to award projects to a county representative of the county for consulting services costing less than or equal to \$25,000, the county representative shall have the authority to award contracts for consulting services without county legislative body approval, provided that the county legislative body shall ratify the county representative's approval at the next scheduled county legislative body meeting by means of the consent agenda. For consulting services costing more than \$100,000, the county legislative body shall award all contracts for consulting services.

Section 5. Vendor List Roster. The following vendor list roster procedures are established for use by the county pursuant to RCW 39.04.190:

1. **Purchase of materials, supplies, or equipment not connected to a public works project.** The county is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost will not exceed \$10,000. The county will attempt to obtain the lowest practical price for such goods and services.
2. **Publication.** At least twice per year, MRSC shall, on behalf of the county, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add responsible vendors to the vendor list roster at any time when a vendor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.
3. **Telephone, Written, or Electronic Quotations.** The county shall use the following process to obtain telephone or written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:
 - a) A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;
 - b) The county representative, or their designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone or written quotations from the vendors for the required materials, supplies, or equipment;
 - c) The county representative, or their designee, shall not share telephone or written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;
 - d) A written record shall be made by the county representative, or their designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;
4. **Determining the Lowest Responsible Bidder.** The county shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the county may call for new bids.

5. **Award.** All of the bids or quotations shall be collected by the county representative or his designee. The county representative, or their designee, shall create a written record of all bids or quotations received, which shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.
- a) The county representative, or their designee, shall then present all bids or quotations and their recommendation for award of the contract to the county legislative body. The county legislative body shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
 - b) If the county legislative body delegates the authority to award bids to a county representative of the county for materials, supplies, or equipment costing less than or equal to \$10,000, the county representative shall have the authority to award public works contracts without county legislative body approval, provided that the county legislative body shall ratify the county representative's approval at the next scheduled county legislative body meeting by means of the consent agenda. For materials, supplies, or equipment costing more than \$50,000, the county legislative body shall award all vendor contracts.
6. **Posting.** A list of all contracts awarded under these procedures shall be posted at county main administrative offices once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

DATED this 26th day of March, 2018.

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

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

APPROVED AS TO FORM:
s/Randy J. Flyckt, Prosecuting Attorney
Adams County, Washington
WSBA# 29302