

## COMMISSIONERS' PROCEEDINGS

Adams County Courthouse  
Ritzville, Washington  
Regular Meeting

March 4, 2019  
(Monday)

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

**Present:**

Vice-Chairman Roger L. Hartwig  
Commissioner Terrance J. Thompson

**Absent:**

Chairman John N. Marshall

**Integrated Health Care Services**

Integrated Health Care Services Director Guse (via e-mail) requested and received **consensus authorization to fill the position of Public Health Nurse (currently a part-time position) vacated February 28, 2019; and, the position of WISe Coordinator, vacated effective March 5, 2019.**

[10:01:11 AM](#)

**Annual Leave Sharing**

Payroll Deputy Bowman and Human Resource Manager Perez met to review the county annual leave sharing policy. Bowman noted the current policy permits employees to share annual leave, however, it does not specify if the hours donated are credited to the recipient's annual leave or sick leave hours. Perez was directed to coordinate with county departments in moving forward with amending the policy to include specific parameters for the intended use of shared annual leave.

**Public Works**

Public Works Director O'Brien reported on maintenance activities over the weekend due to blowing snow and drifts.

**McManamon Bridge #400-3**

Commissioner Thompson moved, Hartwig seconded, to *approve Pay Request #3 in the amount of \$769,278.50 to Halme Construction, Inc., Spokane, Washington, for work completed January 1, 2019 through January 31, 2019 on McManamon Bridge #400-3 Project (CRP-169).*  
**Motion carried.**

Commissioner Thompson moved, Hartwig seconded, to *authorize the Vice Chairman to sign Local Agency Agreement No. LA-8023, Supplement No. 3, between Adams County and Washington State Department of Transportation for McManamon Bridge #400-3 Project.* **Motion carried.**

Additionally, Engineer Yaeger reported on the progress of the McManamon Bridge project.

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[11:00:56 AM](#)

### **Exit Conference – 2017 Accountability Audit**

The exit conference for the 2017 Accountability Audit was conducted by Brad White, Audit Manager; Phillip Ventress, Assistant Audit Manager; and Heather Peterson, Audit Lead. The conference agenda included an audit summary and results. Exit recommendations were provided for management consideration. A management letter was received noting concerns related to the Sheriff's department disposal of surplus property.

The audit produced no findings with all prior audit recommendations resolved.

The next audit is scheduled to be conducted in 2019 and will cover accountability; financial statements; and federal programs with an estimated cost of \$41,000, plus estimated charges for travel time of \$4,500, plus travel expenses.

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[11:48:13 AM](#)

### **Voluntary Stewardship Program**

Building and Planning Director Wiltse reviewed an Intergovernmental Cooperation Agreement between Adams County and Grant County Conservation District relating to the Voluntary Stewardship Program (VSP).

[12:03:53 PM](#)

**Recess @ 12:00**

**Reconvene @ 1:00 p.m.**

### **County Inventory**

The Board certified pursuant to RCW 36.32.210 the Adams County Fixed Asset and Departmental Inventory for the year ending December 31, 2018.

### **Building and Planning**

Andie Lorenz, along with Building and Planning Director Wiltse, met with the Board to discuss the vacant Building Inspector position.

### **Corrections**

Sheriff Wagner reviewed an invoice from Camtek, Inc., Spokane, Washington for software maintenance for cameras installed in the corrections department. Board **consensus authorized payment of the invoice in the amount of \$1,807.20 with the understanding a budget amendment may be necessary as this expense was not included in the Sheriff's 2019 Budget.**

[2:04:30 PM](#)

### **Video Conferencing**

Central Services Director Boness reviewed a quote from Cerium Networks, Inc., Spokane, Washington, for video conferencing systems for three courtrooms. The time frame to have the equipment purchased and installed was discussed. A cerium Networks representative was contacted via telephone during the meeting for further details. The representative stated the quote of \$46,250.04 is for the hardware and support and does not include installation, noting the time frame and cost of installation will be verified and he will contact the Central Services Department with that information later today.

A follow-up meeting was scheduled for Wednesday, March 6, 2019 at 11:00 a.m.

Additionally present were Prosecutor Flyckt; Auditor Hunt; Sheriff Wagner; Judge Benzel; Judge Hille; and, Systems Analyst Kennedy.

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[2:35:04 PM](#)

### **Human Resources**

Human Resource Manager Perez presented a *draft* District Court Administrator job description for review as well as a salary proposal. No action was taken pending further review.

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[3:29:07 PM](#)

### **Voluntary Stewardship Program**

Commissioner Hartwig moved, Thompson seconded, to *approve the Intergovernmental Cooperation Agreement between Adams County and Grant County Conservation District to allow Grant County Conservation District to assume the duties of the Contract between the Washington*

State Conservation Commission and Adams County as they relate to the administration of the VSP program. **Motion carried.**

**2019 County Wide Crushing Project – ERP-800**

Commissioner Thompson moved, Hartwig seconded, to *approve Resolution No. R-015-2019 In the Matter of Notice of Call for Bids for the 2019 County Wide Crushing Project – ERP-800 . Motion carried.* Bid opening is set for Monday, March 25, 2019 at 10:00 a.m. in Room 202 of the Adams County Courthouse, Ritzville.

**Consent Agenda**

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

Preliminary minutes of February 19, 25 and 27, 2019

February 1 - 15, 2019, Payroll in the amount of \$423,431.20; and, Benefits in the amount of \$92,609.93 (Warrant # Series 530718-530746; Direct Deposit # Series 57555-57742; Benefit/Deduction # Series 1143258-1143273)

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	586 – 613	\$14,986.46
001F	614	\$ 6,829.26
103	615	\$ 61.21
104	616 – 620	\$ 6,894.35
106	621 – 622	\$ 381.28
109	623	\$ 789.56
116	624	\$ 47.97
117	625	\$ 12.00
108	268 – 270	\$ 4,651.42
115	271 – 282	\$ 1,179.74
401	283 – 285	\$ 1,183.12
501	286 – 288	\$ 1,047.63
590	289 – 306	\$29,635.76
	TOTAL	\$67,699.76

Declare Treasurer’s Office item to be disposed of: Inventory #1248

**Adjournment @ 3:40 p.m.**

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

Edited and Approved:

BOARD OF COUNTY COMMISSIONERS  
ADAMS COUNTY, WASHINGTON

-absent-

John N. Marshall, Chairman  
s/Roger L. Hartwig, Vice-Chairman  
s/Terrance J. Thompson, Commissioner

**RESOLUTION NO. R-015-2019**

**NOTICE TO CONTRACTORS  
County of Adams  
Department of Public Works  
Ritzville, 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, March 25, 2019** and will be opened and publicly read on **March 25, 2019** at 10:00 a.m. for the following construction improvements:

**2019 County Wide Crushing Project, ERP-800**

**The production and stockpiling of various mineral aggregates at multiple separate sites; Base Bid includes approximately 75,000 tons of various mineral aggregates at three (3) separate sites (Batum Site #19, Ritzville Site #50, Schrag Site 67# ) Alternate Bid "A" includes approximately 10,000 tons of various mineral aggregates at one (1) site (Dugger Loop Site #2) Alternate Bid "B" includes approximately 26,500 tons of various mineral aggregates at one (1) site (Lind-Hatton Site #53) and Alternate Bid "C" includes approximately 20,000 tons of various mineral aggregates at one site (1) (Haase Site #23) and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.**

All bid proposals shall be accompanied by a bid proposal deposit in cash, certified check, cashier's check or surety bond in amount equal to five percent (5%) of the amount of such bid proposal. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated in the specifications, the bid proposal deposit shall be forfeited to the County of Adams. All checks and bonds shall be made payable to the Adams County Treasurer.

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.

Maps, plans, specifications, and proposals may be obtained from the office of the Department of Public Works, 210 W. Alder, Ritzville, Washington, 99169; phone (509) 659-3276.

Informational copies of maps, plans and specifications are on file for inspection in the office of the Adams County Engineer in Ritzville, Washington, and the chapter office of the Associated General Contractors of America in Spokane, Washington.

Adams County, 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 4<sup>th</sup> day of March, 2019.

BOARD OF COUNTY COMMISSIONERS  
ADAMS COUNTY, WASHINGTON

-absent-

John N. Marshall, Chairman  
s/Roger L. Hartwig, Vice-Chairman  
s/Terrance J. Thompson, Commissioner

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