

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

March 11, 2019
(Monday)

Call to Order @ 8:30 a.m.

Present:

Chairman John N. Marshall
Commissioner Terrance J. Thompson

Absent:

Vice-Chairman Roger L. Hartwig

Addition to Consent Agenda:

Approval of February 16 – 28, 2019 Payroll and Benefits

[10:02:11 AM](#)

Public Works

Public Works Director O'Brien reported on snow removal activities. O'Brien noted road restrictions on county roads are in place.

McManamon Bridge #400-3 Project

Engineer Yaeger reported the McManamon Bridge is open for traffic and the old bridge has been demolished. The bridge will be a gravel surface until asphalt plants come on line.

Apple Maggot Survey

Public Works Director O'Brien reviewed results from a Washington State Department of Agriculture 2018 Apple Maggot Survey. The survey results revealed there were no apple maggots detected in Adams County.

Sheriff's Substation HVAC Units

Public Works Director O'Brien reviewed the following bids received for replacement of the HVAC system (six new Carrier heat pump units) at the Sheriff's substation in Othello:

- Trane U.S. Communities (NJPA listing) \$134,729

- Johnson Controls \$111,980
Spokane, Washington
 - or replacement of two (2) units at a time (\$33,811) with six (6) total units replaced
- Apollo Heating and Air Conditioning \$40,969
Kennewick, Washington

Additionally, Apollo recommended the thermostat be updated for an additional \$1,996. Board **consensus authorized the Public Works Department to move forward with a contract with Apollo Heating and Air Conditioning, Kennewick, Washington for installation of six (6) new Carrier heat pump units and an update to the thermostat.** There is \$30,000 currently budgeted for HVAC system updates or replacements.

Summer Temporary Help

The Board by **consensus authorized the Public Works Department to begin the process of advertising for summer temporary help positions.**

[10:56:08 AM](#)

Recess @ 12:00

Reconvene @ 1:00 p.m.

[1:35:53 AM](#)

Bidding Procedures

Public Works Director O'Brien provided a general overview of local government purchasing bid limits; competitive bidding exemptions; vendor lists; and, the request for proposals (RFP) process. A handout from Municipal Research Services Center (MRSC) was distributed.

Additionally present were Central Services Director Boness and Prosecutor Flyckt.

[1:56:49 PM](#)

[4:07:03 PM](#)

Adams County Development Council

Commissioner Thompson moved, Marshall seconded, to *authorize the Chairman to sign Adams County Public Sector Service Contract between Adams County and Adams County Development Council (ACDC) for the period July 1, 2018 through June 30, 2019.* **Motion carried.**

WSU Extension

Commissioner Marshall moved, Thompson seconded, to *approve Resolution No. R-016-2019 In the Matter of Adopting the Modified Job*

Description for Position No. 602 – Extension Program Assistant.

Motion carried.

Consent Agenda

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

Preliminary minutes of March 4 and 6, 2019

February 16 – 28, 2019, Payroll in the amount of \$404,957.16; and, Benefits in the amount of \$222,101.60 (Warrant # Series 530747-530814; Direct Deposit # Series 57743-57935; Benefit/Deduction # Series 1143479-1143495)

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	626 – 672	\$ 26,449.55
103	673 – 676	\$ 410.91
104	677 – 681	\$ 2,158.84
116	682 – 683	\$ 48.04
122	684 – 685	\$ 686.89
123	686 – 688	\$ 6,492.42
130	689 – 690	\$ 1,239.68
108	307 – 309	\$ 716.18
115	310 – 323	\$774,308.62
401	324 – 332	\$ 3,305.08
501	333 – 338	\$ 12,405.97
590	339 – 365	\$ 34,045.95
	TOTAL	\$862,268.13

[4:08:57 PM](#)

Permanent Minutes Signed

February 19, 25 and 27, 2019

Correspondence Received

Clerk Treasurer Julie Flyckt, City of Ritzville re: Petition for Annexation Proceedings

Adams County Assessor Sherri Brewer re: Determination of Sufficiency, East Adams Rural Healthcare

Adjournment @ 4:15 p.m.

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

Edited and Approved:

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

RESOLUTION NO. R-016-2019

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

**IN THE MATTER OF ADOPTING THE MODIFIED JOB DESCRIPTION FOR
POSITION NO. 602 – EXTENSION PROGRAM ASSISTANT**

WHEREAS, job descriptions are periodically reviewed for accuracy; and

WHEREAS, the currently adopted job description for Position No. 602 – Extension Program Assistant does not outline all of the duties and responsibilities required of the position;

THEREFORE BE IT HEREBY RESOLVED that the job description for Position No. 602 – Extension Program Assistant is hereby modified to reflect accurate duties and responsibilities as set forth in the attached document; and

BE IT FURTHER RESOLVED that Position No. 602 – Extension Program Assistant will remain classified at Range 6 on the Adams County Non-Represented Salary Schedule.

DATED this 11th day of March, 2019.

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

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