

COMMISSIONERS' PROCEEDINGS

**Adams County Courthouse
Ritzville, Washington
Regular Meeting**

March 25, 2019
(Monday)

Call to Order @ 8:30 a.m.

Present:

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

Agenda Deletion:

Approval of March 18 and 20, 2019 Minutes

[10:03:17 AM](#)

2019 County Wide Crushing Project

Bids were opened from:

Wood's Crushing & Hauling, Inc. 933 Woodside Road Sandpoint, ID 83864	\$631,851
DeAtley Crushing Company P. O. Box 759 Lewiston, ID 83501	\$620,866
Seubert Excavators, Inc. P. O. Box 57 Cottonwood, ID 83522	\$643,196
Western Construction of Lewiston, Inc. 3900 Industrial Way Lewiston, ID 83501	\$576,751

Engineer's Estimate: \$587,075

Engineer Yaeger filed per RCW 36.77.010 the Contract Plans and Provisions for ERP-800 – 2019 County Wide Crushing Project.

[10:17:00 AM](#)

10:17:03 AM

CRABoard Certification

Commissioner Hartwig moved, Thompson seconded, to *authorize the Chairman to sign the CRABoard 2018 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 Annual Certification.* **Motion carried.**

Road Maintenance

Public Works Director O'Brien provided the weekly update on road maintenance activities.

Air Compressor – Maintenance Shop, Ritzville

The following quotes were reviewed for a shop compressor:

Air Electric	15 HP Compressor	\$15,210 inc. tax
Grainger	15 HP Compressor	\$13,460 plus tax
Ingersol Rand	15 HP Compressor	\$12,225 plus tax

The Board **concurred** with the recommendation of the Public Works Department to move forward with the purchase of an air compressor from Ingersol Rand in the amount of \$12,225 plus tax. This was a budgeted item in the 2019 Budget.

Public Works Personnel

Public Works Director O'Brien presented a proposed organizational chart that increases the Maintenance and Operations division by one employee in creating the position of Lead Maintenance Tech. Board **consensus authorized Public Works Director O'Brien to contact the Union to begin the process of introducing the position into the Public Works collective bargaining unit.** Director O'Brien will provide the Human Resources Department with a copy of the proposed job description for the position.

Sheriff Vehicles

Engineer Yaeger requested and received Board **consensus authorization to purchase the following vehicles for the Sheriff's Department:**

- **2019 Ford F150 Pursuit – 4 WD Crew Cab @ \$52,777.42;**
- **2019 Ford F150 Pursuit – 4 WD Crew Cab @ \$51,646.81;**
- **2019 Ford F250 – 4WD Crew Cab @ \$50,653.33; and**

- **2019 Ford Transit Full Size Cargo Van @ \$47,252.25.**

All vehicles are being purchased off of state bid and were 2019 budgeted expenditures. The cost of accessory items was discussed as well as a potential restructuring of rental rates in the future.

Building Analysis

A proposal from Paul Coppock, DOH Associates, Wenatchee, for the evaluation of a building at 445 & 449 E. Cedar, Othello, was reviewed. A preliminary cost estimate to complete the design and bid document tasks of the project is a not to exceed fee of \$4,000 plus reimbursable expenses. No action was taken pending further review.

[11:28:16 AM](#)

Recess @ 12:00

Reconvene @ 1:00 p.m.

[2:46:45 PM](#)

Professional Services Agreement for Jail Services

Commissioner Hartwig moved, Thompson seconded, to *authorize the Chairman to sign Professional Services Agreement between Columbia Basin Health Association and Adams County for the provision of services to inmates of the Adams County Jail. Motion carried.* Monthly administrative fee; professional services fees; lab fees; and, travel fees are detailed in Exhibit A of the Agreement.

Vacant County Positions

Commissioner Thompson moved, Hartwig seconded, to *approve Resolution No. R-019-2019 In the Matter of Positions Administered by the Board of County Commissioners that Become Vacant Within the County; and, Rescinding Resolution No. R-66-08. Motion carried.*

Superior Court – Chief Deputy Clerk Position

Commissioner Hartwig moved, Thompson seconded, to *approve Resolution No. R-020-2019 In the Matter of Creating Adams County Position No. 1410 – Chief Deputy Clerk; Adopting Job Description; and, Establishing the Classification Level. Motion carried.*

District Court – Administrator Position

Commissioner Thompson moved, Hartwig seconded, to *approve Resolution No. R-021-2019 In the Matter of Creating Adams County Position No. 709 – District Court Administrator; Adopting Job*

Description; and, Establishing the Classification level. Motion carried.

Consent Agenda

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

March 1 – 15, 2019, Payroll in the amount of \$424,895.63; and, Benefits in the amount of \$93,065.63 (Warrant # Series 530815-530843; Direct Deposit # Series 57936-58123; Benefit/Deduction # Series 1143823-1143835)

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	893 – 943	\$ 66,054.28
103	944 – 949	\$ 1,052.26
104	950 – 955	\$ 7,274.61
106	956 – 958	\$ 2,009.26
109	959	\$ 789.56
122	960 – 961	\$ 6,087.64
123	962	\$ 78.20
130	963 – 964	\$ 428.51
166	965 – 966	\$ 112.29
502	967 – 969	\$ 2,811.40
108	416	\$ 24.00
115	417 – 426	\$318,278.15
401	427	\$ 90.00
501	428 – 430	\$ 854.01
590	431 – 447	\$ 21,644.16
	TOTAL	\$427,588.33

[2:50:54 PM](#)

Meeting Cancellation

Due to a lack of quorum the regular meeting scheduled for Monday, April 15, 2019 is cancelled.

Permanent Minutes Signed

March 11 and 13, 2019

Correspondence Received

Adams County Noxious Weed Control Board re: Minutes of January 8, 2019 and Agendas for January 8, 2019; February 12, 2019; and, March 12, 2019

Brad Thompson, Acting State Supervisor, Washington Fish and Wildlife Office re: proposal to remove the gray wolf (*Canis lupus*) from the List of Endangered and Threatened Wildlife

Adjournment @ 2:55 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
s/Roger L. Hartwig, Vice-Chairman
s/Terrance J. Thompson, Commissioner

RESOLUTION NO. R-019-2019

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

IN THE MATTER OF POSITIONS ADMINISTERED BY THE BOARD OF COUNTY COMMISSIONERS THAT BECOME VACANT WITHIN THE COUNTY; AND, RESCINDING RESOLUTION NO. R-66-08

WHEREAS, the County Legislative Authority is tasked with managing the county's finances; and,

WHEREAS, personnel expenses constitute a major portion of most departmental budgets; and,

WHEREAS, the Board of County Commissioners directly administers all county departments not administrated by independently elected officials including, without limitation, Building and Planning, Integrated Health Care Services; Public Works; Central Services; and, Emergency Management; and,

WHEREAS, there has been a hiring freeze in place since 1990 wherein a vacant position can only be filled upon request to, and approval by, the Board of County Commissioners; and,

WHEREAS, the pre-approval process is often bypassed creating situations that are unacceptable to the county's operation.

THEREFORE BE IT HEREBY RESOLVED that in the event of the occurrence of a vacancy in any county department administered by the Board of County Commissioners, such position shall not be filled without the prior authorization of the Board during a regular public meeting.

BE IT FURTHER RESOLVED that Resolution No. R-66-08 is hereby rescinded.

DATED this 25th day of March, 2019.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/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

RESOLUTION NO. R-020-2019

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

**IN THE MATTER OF CREATING ADAMS COUNTY POSITION NO. 1410 – CHIEF
DEPUTY CLERK; ADOPTING JOB DESCRIPTION; AND, ESTABLISHING THE
CLASSIFICATION LEVEL**

WHEREAS, a review of staffing within the Office of the Adams County Clerk has been conducted; and,

WHEREAS, it has been determined that office operations would benefit from the creation of a position that performs management-related tasks associated with all administrative functions of the office;

THEREFORE BE IT HEREBY RESOLVED that Position No. 1410 – Chief Deputy Clerk is hereby created effective April 1, 2019; and,

BE IT FURTHER RESOLVED that the attached job description is adopted; and,

BE IT FURTHER RESOLVED that the compensation level for said position is set at Range EE1 of the Adams County Exempt Employee Salary Structure.

DATED this 25th of March, 2019.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/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

RESOLUTION NO. R-021-2019

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

**IN THE MATTER OF CREATING ADAMS COUNTY POSITION NO. 709 – DISTRICT
COURT ADMINISTRATOR; ADOPTING JOB DESCRIPTION; AND, ESTABLISHING
THE CLASSIFICATION LEVEL**

WHEREAS, Adams County District Court has presented a need for a position to direct and manage the administrative work of the Court; and,

WHEREAS, there was concurrence that there was sufficient need to justify the creation of the position;

THEREFORE BE IT HEREBY RESOLVED that Position No. 709 – District Court Administrator is hereby created effective April 1, 2019; and,

BE IT FURTHER RESOLVED that the attached job description is adopted; and,

BE IT FURTHER RESOLVED that the compensation level for said position is set at Range 15 of the Adams County Courthouse Association Salary Structure.

DATED this 25th of March, 2019.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/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