

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

April 1, 2019
(Monday)

Call to Order @ 8:30 a.m.

Present:

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

[10:02:45 AM](#)

Public Works

Engineer Yaeger and Assistant Public Works Director Reynolds provided the weekly update on maintenance in all three districts; solid waste; and, facilities. Additionally, Yaeger provided an update on the McManamon Bridge project.

Shared Annual Leave

The Board granted **consensus approval of a request to share annual leave for an employee in the Public Works Department (Rodney Kramer).**

2019 County Wide Crushing Project – ERP-800

Based on the recommendation of the Public Works Department, Commissioner Hartwig moved, Thompson seconded, to *award the Base Bid and Alternate Bid "A" for the 2019 County Wide Crushing Project, ERP-800 to Western Construction of Lewiston, Inc., Lewiston, Idaho as the lowest responsible bidder for the Base Bid plus Alternate Bid "A" in the amount of \$656,752; and to authorize the Chairman to sign the Concurrence to Award. Motion carried.* The bid is 100.3% of the engineer's estimate of \$654,576.

[10:42:59 AM](#)

[11:00:55 AM](#)

Official County Newspaper

The Ritzville Adams County Journal submitted a bid for the period July 1, 2019 through June 30, 2020.

Pursuant to RCW 36.72.075 – “At its first April meeting, the county legislative authority shall let a contract to a legal newspaper qualified under this section to serve as the official county newspaper for the term of one year beginning on the first day of July following. If there be at least one legal newspaper published in the county, the contract shall be let to a legal newspaper published in the county”.

Commissioner Hartwig moved, Thompson seconded, to *accept and award the bid for the Official County Newspaper for legal publications, pursuant to RCW 36.72.075, to Ritzville Adams County Journal for the period July 1, 2019 through June 30, 2020 at the bid price of \$8.00 per column inch.*

Motion carried. It was noted this is the same per column inch rate from 2018.

[11:04:15 AM](#)

Recess @ 12:00

Reconvene @ 1:00 p.m.

Executive Session

The Board called for an executive session to last sixty (60) minutes pursuant to 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,...”. Session began at 2:01 p.m. and ended at 3:01 p.m.

Additionally present were Assessor Brewer; Auditor Hunt; Judge Benzell; Judge Hille; Clerk Teske; Treasurer Meise; Human Resource Manager Perez; and, Prosecutor Flyckt.

[3:29:24 PM](#)

Resolution No. R-022-2019

Commissioner Hartwig moved, Thompson seconded, to *approve Resolution No. R-022-2019 In the Matter of Notice of Call for Bids for One (1) Used Day Cab, Diesel 5th Wheel Tractor. Motion carried.* Bid opening is set for Monday, April 22, 2019 at 10:00 a.m. in Room 202 of the Adams County Courthouse, Ritzville.

Resolution No. R-023-2019

Commissioner Thompson moved, Hartwig seconded to *approve Resolution No. R-023-2019 In the Matter of Continuing*

Relationships with the Washington Counties Risk Pool and the Related Appointments and Designations of/for Each Member County.
Motion carried.

Adams County Planning Commission

Commissioner Thompson moved, Hartwig seconded, to re-appoint Michael Andersen, Othello, to the Adams County Planning Commission for a four year term effective April 1, 2019 through March 31, 2023. **Motion carried.**

Commissioner Thompson moved, Hartwig seconded, to appoint John Robertson, Warden, to the Adams County Planning Commission for a four (4) year term effective April 1, 2019 through March 31, 2023. **Motion carried.**

Adams County Board of Adjustment

Commissioner Hartwig moved, Thompson seconded, to re-appoint Mark Mollotte, Othello, to the Adams County Board of Adjustment for a six (6) year term effective April 1, 2019 through March 31, 2025. **Motion carried.**

Professional Services Agreement – The DOH Associates

Commissioner Hartwig moved, Thompson seconded, to *authorize the Chairman to sign the Professional Services Agreement between Adams County and The DOH Associates, Wenatchee, Washington to prepare an Existing Building Analysis on the property located at 445 & 449 E. Cedar Street, Othello, in an amount not to exceed \$4,000 plus reimbursable expenses.* **Motion carried.**

Consent Agenda

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

Preliminary minutes of March 18 and 20, 2019

Preliminary minutes of March 25 and 27, 2019

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	970 – 1000	\$ 9,809.53
103	1001 – 1002	\$ 661.02
104	1003 – 1005	\$ 323.12
116	1006	\$ 16.64
123	1007 – 1009	\$ 2,202.82
130	1010	\$ 340.76
131	1011	\$ 1,871.50
502	1012 – 1015	\$ 2,710.28
108	448	\$ 970.76
115	449 – 459	\$ 7,802.39
401	460 – 463	\$ 1,960.73
501	464	\$ 72.40
590	465 – 471	\$ 8,772.15
	TOTAL	\$37,514.10

[3:35:30 PM](#)

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

RESOLUTION NO. R-022-2019

NOTICE OF CALL FOR BIDS

Adams County Washington Department of Public Works

Notice is hereby given by the Board of Adams County Commissioners that sealed bids will be received at their office in the Courthouse, 210 W. Broadway, Ritzville, Washington, 99169 until **10:00 a.m., Monday, April 22, 2019** at which time and place they will be publicly opened and read for purchase and delivery of the following:

One (1) Used Day Cab, Diesel 5th Wheel Tractor

Please identify bids on the outside of the envelope as:

“SEALED BID – Used Day Cab, Diesel 5th Wheel Tractor

Specifications and bid forms are available at the Adams County Public Works Department office, 210 W. Alder, Ritzville, Washington, 99169 or www.co.adams.wa.us/departments/publicworks.asp. Bids must be on the forms provided by the Public Works Department office and be attached to the County specifications.

Bidder shall submit bid in separate sealed envelope addressed to the Adams County Board of Commissioners, 210 W. Broadway, Ritzville, Washington 99169. 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 serves the best interest of Adams County.

Bidders are advised that Adams County, being a municipal corporation, is exempt from Federal excise tax.

The Recipient, 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 23 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 1st day of April, 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-023-2019

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

**IN THE MATTER OF CONTINUING RELATIONSHIPS WITH THE WASHINGTON
COUNTIES RISK POOL AND THE RELATED APPOINTMENTS AND DESIGNATIONS
OF/FOR EACH MEMBER COUNTY**

WHEREAS, several Washington counties agreed to the creation of the Washington Counties Risk Pool (“Pool”), organized and operating under Chapters 48.62 and 39.34 RCW, to provide to its member counties programs of joint self-insurance, joint purchasing of insurance, and joint contracting for or hiring of personnel to provide risk management, claims handling, and administrative services; and

WHEREAS, the Pool’s Interlocal Agreement and Bylaws, and policies of its Board of Directors require appointees and/or designees from each member county; that is:

- a) **Director/Alternate Director** – officers or employees of each Pool member county that are appointed by and serve at the pleasure of the respective county’s legislative authority (*Article 8 of the Interlocal Agreement and Article 2 of the Bylaws*);
- b) **County Risk Manager** – an employee of each Pool member county appointed to serve as a liaison between the County and the Pool as to risk management and who is responsible for the risk management function within the County (*Article 11(b) of the Interlocal Agreement*);
- c) **County Safety Officer** – an active employee designated by each Pool member county who, along with a related committee, are maintained to consider all recommendations concerning the development and implementation of a loss control policy to prevent unsafe practices (*Article 11(c) of the Interlocal Agreement*); and
- d) **County Claims Administrator** – each Pool member county must designate someone to administer civil claims, with whom incidents should be immediately reported to, who is responsible for sending all claims and lawsuits and reporting various known incidents to the Pool, and with whom the Pool will coordinate the County’s claim administration (*sections B.6, C and E.1.b of the Pool Board of Directors’ Claims Handling Policies and Procedures*);

NOW THEREFORE BE IT RESOLVED that **Adams County** hereby confirms the appointment or designation of the following individuals for the applicable and required relationships with the Washington Counties Risk Pool:

Director: Roger L. Hartwig	County Title: Commissioner
Alternate Director: Patricia J. Phillips	County Title: Clerk of the Board
Risk Manager: Patricia J. Phillips	County Title: Risk Manager/Clerk of the Board
Safety Officer: Dennis Sackmann	County Title: Facility Manager
Safety Officer: Michelle Plumb	County Title: Maintenance – Union
Claims Administrator: Patricia J. Phillips	County Title: Clerk of the Board
Prosecuting Attorney: Randy J. Flyckt	County Title: Prosecutor

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon its passage and shall supersede any prior conflicting action(s); and,

BE IT STILL FURTHER RESOLVED that the Clerk of the Board of Adams County Commissioners shall forward a copy of this resolution, once executed, to the attention of the

Executive Director at the Washington Counties Risk Pool, 2558 RW Johnson Road, Suite 106,
Tumwater, WA 98512-6113

DATED this 1st day of April, 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