

## COMMISSIONERS' PROCEEDINGS

Adams County Courthouse  
Ritzville, Washington  
Regular Meeting

April 22, 2019  
(Monday)

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

**Present:**

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

[9:31:25 AM](#)

**Human Resources**

Human Resource Manager Perez, along with Assessor Brewer, reviewed the proposed Chief Deputy position in the Assessor's office noting the projected budget impact. The Board directed Perez to prepare the documents necessary for adopting the position.

Assessor Brewer noted her office will be going to eight hour days, forty hours per week, noting with the new schedule there may be an increase in overtime hours.

[10:00:41 AM](#)

**Used Day Cab, Diesel 5<sup>th</sup> Wheel Tractor**

It being the date and time set for bid opening on the Used Day Cab, Diesel 5<sup>th</sup> Wheel Tractor, one bid was received and opened from:

|                        |                            |
|------------------------|----------------------------|
| Freightliner Northwest | \$91,560.00 inc. sales tax |
| 10310 Westbow Blvd.    |                            |
| Spokane, WA 99224      |                            |

[10:04:47 AM](#)

[10:05:17 AM](#)

**Public Works**

Public Works Director O'Brien provided the weekly update on gravel road maintenance in all three districts; fairgrounds; and, facilities.

### **Highway 24 and Bench Road Roundabout**

A Quit Claim Deed was received from the Department of Transportation asking the county to convey its rights for the property required for the state to construct the roundabout at State Highway 24 and Bench Road. The deed was modified by Prosecutor Flyckt to include a reversionary clause that if, for any reason, the project was not constructed, the required property would revert back to Adams County. The Department of Transportation is not willing to accept the modified language. Board **consensus, in the interest of moving the project forward, authorized striking the reversionary clause in the Quit Claim Deed.** The document will be modified and presented for Board signature.

### **Engineering**

Engineer Yaeger provided an update on the McManamon Road Bridge noting project completion is scheduled for Friday, April 26, 2019 with striping to be applied the following week. Yaeger noted a resolution is being prepared to revise the speed limit on a portion of McManamon Road.

[11:06:47 AM](#)

### **Closed Session**

At 11:20 a.m. the Board called for a closed session, to last twenty (20) 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 ended at 11:40 a.m. Additionally present were Prosecutor Flyckt and Human Resource Manager Perez.

**Recess @ 12:10 p.m.**

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

[1:14:21 AM](#)

### **Health Insurance Benefits**

Payroll Deputy Bowman requested Nancy Burt, a part time employee be granted health insurance benefits. Ms. Burt meets the eligibility rules for health insurance under the Public Employees Benefits Board (PEBB). The personnel policy provides part time employees to be offered half of the full time employee benefits for employees hired after July 1, 2007. Ms. Burt originally began her employment with Adams County prior to July 1, 2007 and has always been provided full benefits. Payroll Deputy Bowman is requesting Ms. Burt be provided full benefits based on her status at the

time of her return to employment for Adams County. No action was taken pending further consideration.

[1:26:20 PM](#)

[1:29:34 PM](#)

### **Finance Committee**

The Finance Committee session was called to order at 1:29 p.m. Present in addition to Treasurer Meise was Auditor Hunt; Chairman Marshall; Vice-Chairman Hartwig; Commissioner Thompson; and, Prosecutor Flyckt.

Topics included:

- Banking Fees – Treasurer Meise reported she was able to secure a reduction in fees.
- State Revenue Distribution – figures as of March 31, 2019 were presented.
- Reserve Fund – no funds will be transferred at this time.
- HB1105 – Treasurer Meise provided an update on the requirements of the final Bill.
- Adams County Debt Policy – Treasurer Meise requested approval of the policy at the next scheduled meeting.
- Auditor Hunt presented the *preliminary* 2018 Annual Report.

Additional discussion included the donation of funds to the county from private citizens.

The Finance Committee adjourned at 2:23 p.m. with Treasurer Meise setting the next meeting for May 20, 2019 at 1:30 p.m.

[2:23:06 PM](#)

[3:18:30 PM](#)

### **Used Day Cab, Diesel 5<sup>th</sup> Wheel Tractor**

Based on the recommendation of the Public Works Department, Commissioner Hartwig moved, Thompson seconded, to *approve the purchase of (1) Used 2015 Freightliner Coronado SD truck for the bid amount of \$91,560 with the addition of a hydraulic wet kit for a total bid of \$101,083.07 from Freightliner Northwest, Spokane, Washington.* **Motion carried.**

[3:20:56 PM](#)

### **Probation Department Credit Card Policy**

The Board provided **consensus approval of the Probation Department Credit Card Policy** submitted by Adams County District Court Judge Carolyn Benzel.

**Associate Development Organization (ADO)**

The Board by **consensus** designated the Adams County Development Council as the ADO to contract with the Department of Commerce for the biennium 2019-2021.

[4:04:09 PM](#)

**Lead Maintenance Technician**

Commissioner Hartwig moved, Thompson seconded, to *approve Resolution No. R-027-2019 In the Matter of Creating Adams County Position No. 1117A – Lead Maintenance Technician; Adopting the Job Description; and, Establishing the Compensation Level.* Motion carried.

**Consent Agenda**

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

Preliminary minutes of April 8 and 10, 2019

Preliminary minutes of April 17, 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> |
|-------------|-----------------------|---------------|
| 108         | 619 – 620             | \$ 2,863.40   |
| 115         | 621 – 633             | \$230,529.07  |
| 401         | 634 – 639             | \$ 48,195.90  |
| 501         | 640 – 642             | \$ 2,064.76   |
| 590         | 643 – 658             | \$ 12,830.76  |
|             | TOTAL                 | \$296,483.89  |

[4:05:56 PM](#)

**Permanent Minutes Signed**

April 1 and 3, 2019

**Correspondence Received**

Brandon West, Attorney re: Public Defender Quarterly Report for 1<sup>st</sup> Quarter, 2019

Barrett J. Scudder, Attorney re: Public Defender Quarterly Report  
for 1<sup>st</sup> Quarter, 2019

Adams County Noxious Weed Control Board re: Minutes of  
February 12, 2019 and Agenda for April 9, 2019

State of Washington Health Care Authority re: Criminal Justice  
Treatment Account (CJTA) funding

Adams County Weed District #1 re: policy letter

**Adjournment @ 4:30 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-027-2019**

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

**IN THE MATTER OF CREATING ADAMS COUNTY POSITION NO. 1117A – LEAD  
MAINTENANCE TECHNICIAN; ADOPTING THE JOB DESCRIPTION; AND,  
ESTABLISHING THE COMPENSATION LEVEL**

**WHEREAS**, the Adams County Public Works Department has presented a need for the position  
of Lead Maintenance Technician; and,

**WHEREAS**, there was concurrence that the creation of the position would facilitate efficient  
maintenance, repair, and janitorial functions performed by the Public Works Department;

**THEREFORE BE IT HEREBY RESOLVED** that Position No. 1117A – Lead Maintenance  
Technician is hereby created; 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 10 of the Adams County Public Works Union Wage Schedule.

**DATED** this 22<sup>nd</sup> 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