

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

December 9, 2019
(Monday)

Call to Order @ 8:30 a.m.

Present:

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

[10:00:31 AM](#)

Deal Road Widening/Surfacing & Deal #1 Project – Phase #1

It being the date and time set for bid opening on the Deal Road Widening/Surfacing and Deal #1 Project – Phase #1, bids were opened from:

Shamrock Paving, Inc. P. O. Box 19263 Spokane, WA 99219	\$ 962,299.50
Razz Construction, Inc. 4055 Hammer Drive Bellingham, WA 98226	\$1,098,265.00
James Dean Construction, Inc. 579 Highway 141 White Salmon, WA 98672	\$ 885,803.80
Selland Construction, Inc. P. O. Box 119 Wenatchee, WA 98807	\$1,147,233.50
Wheeler Excavation, LLC 2007 E. Highland Ext. Benton City, WA 99320	\$ 988,307.94

HLT Construction, Inc. 4207 N. Farr Road Spokane, WA 99206	\$1,250,891.50
DW Excavating, Inc. P. O. Box 1089 Davenport, WA 99122	\$ 974,541.00
Granite Construction Company P. O. Box 1219 Moses Lake, WA 98837	\$ 851,423.35

Engineer Estimate: \$1,007,150.34

Public Works

Public Works Director O'Brien provided the weekly report on road maintenance; and, training efforts for operation of snow equipment as well as forklift training for those in need. The apprenticeship program was discussed with a progress report of employees involved in the program.

Assistant Public Works Director Reynolds provided status reports on various engineering projects.

770G Motor Grader

Commissioner Hartwig moved, Thompson seconded, to *authorize the Chairman to sign Lease Purchase Agreement No. 4 (Application ID: 12950156) in the amount of \$263,611.61; between John Deere Financial, Johnston, IA and Adams County for the purchase of one (1) 770G Motor Grader. Motion carried.*

Personnel

Public Works Director O'Brien reviewed, for Board consideration, a *draft* job description for a proposed position of Public Works Coordinator. No action was taken pending further review.

[10:44:47 AM](#)

[11:01:52 AM](#)

Credit Card Policy

Human Resource Manager Perez presented documents related to the Adams County Credit Card Policy and Code update amendment. The hosting policy will be forthcoming in the 2020 calendar year. Formal adoption of the policy is scheduled for Monday, December 16, 2019.

Auditor Hunt reviewed credit cards currently issued to junior taxing districts. The county does not have a responsibility to provide credit cards to the districts as they are considered independent municipal corporations. The Board concurred and directed the Clerk of the Board to notify the districts, in writing, as of February 15, 2020, the park and recreation districts, as independent municipal corporations, will need to establish their own credit card accounts.

[11:16:30 AM](#)

Recess @ 12:00

Reconvene @ 1:00 p.m.

Corrections

Sheriff Wagner reviewed his uniform budget with the Board. Additionally, Wagner requested a purchase twenty (20) desks, priced at \$250.00 each, available as surplus from Columbia Basin Health Association. Further review is required of the proper funding prior to Board considering the matter.

[2:00:27 PM](#)

2020 Adams County Budget

Chairman Marshall reconvened the public hearing on the proposed 2020 Adams County Budget at 2:00 p.m.

No members of the public were present.

County staff present were Public Works Director O'Brien; Prosecutor Flyckt; Auditor Hunt; and, Human Resource Manager Perez.

Hearing no public comment, Chairman Marshall closed the hearing at 2:18 p.m.

[2:18:30 PM](#)

The Board spent a portion of the afternoon session reviewing departmental budgets.

[3:50:39 PM](#)

Resolution No. R-053-2019

Commissioner Thompson moved, Hartwig seconded, to *approve Resolution No. R-053-2019 In the Matter of Transferring Funds from Current Expense Employment Liability Fund #001D to Current Expense Fund #001. Motion carried.*

Consent Agenda

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

Preliminary minutes of December 2 and 4, 2019

November 16 – 30, 2019, Payroll in the amount of \$412,182.11; and, Benefits in the amount of \$220,992.14 (Warrant # Series 531745-531851; Direct Deposit # Series 61130-61319; Benefit/Deduction # Series 1149015-1149026)

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	4307 – 4364	\$ 20,469.80
001H	4365	\$ 905.63
103	4366 – 4377	\$ 4,810.17
103A	4378	\$ 6,479.24
104	4379 – 4399	\$ 23,101.96
116	4400	\$ 6.63
117	4401	\$ 266.11
122	4402 – 4409	\$ 11,334.80
123	4410 – 4412	\$ 3,150.54
130	4413 – 4414	\$ 658.60
502	4415 – 4426	\$ 10,980.28
108	1992 – 1993	\$ 406.03
115	1994 – 2007	\$ 19,861.98
401	2008 – 2014	\$ 16,095.29
501	2015 – 2024	\$ 12,841.89
590	2025 – 2042	\$ 25,150.81
590	Hand Pays	\$ 170.25
	TOTAL	\$156,690.01

Declare Human Resources item to be disposed of: Inventory #8643 – HP OfficeJet Pro 8710 Printer

Declare Central Services items to be disposed of: Inventory #5250 – monitor, #5270 – monitor, #6963 – monitor, #6954 – monitor, #6962 – monitor, #11987 – Avaya IP 403 router, #12005 – Avaya IP 412 router
[3:53:02 PM](#)

Permanent Minutes Signed

November 25, 2019

Correspondence Received

Annie Trunkle Smart re: concerns regarding the mental health of students, parents and community

Adjournment @ 4:00 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-053-2019

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM CURRENT EXPENSE
EMPLOYMENT LIABILITY FUND #001D TO CURRENT EXPENSE FUND #001**

WHEREAS, a reserve fund for Current Expense for the purpose of offsetting certain unanticipated employee costs such as vacation pay off, sick leave pay off, and reimbursable unemployment funds was created by Resolution R-47-2010;

WHEREAS, several county employees left employment with Adams County in 2019, all having leave balances earned which were paid as part of the employees' final wage;

WHEREAS, these annual leave and sick leave balances were paid through payroll and reflected as a current expense expenditure of the Adams County Jail; Police Operations; and, WSU Cooperative Extension budgets;

THEREFORE BE IT HEREBY RESOLVED the leave balance paid by Current Expense Operating Fund be reimbursed by Current Expense Employment Liability Fund #001D in the amount of Sixteen Thousand Six Hundred Eighty Three and 34/100 dollars (\$16,683.34) and transferred from Current Expense Employment Liability Fund #001D to Current Expense Fund 001 Bars 397.00.00.00.

The expenditure transfer breakdown shall be as follows:

0014.000.597.42.10.03

Annual Leave Payout – Jail – S. Carruth \$3,757.78

Annual Leave/Sick Leave Payout – Police Ops. Budget – N. Bernath \$5,605.37

Annual Leave Payout – WSU Extension Budget – K. Robertson \$7,320.19

DATED this 9th day of December, 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 Phillips, CMC
Clerk of the Board