

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

January 13, 2020
(Monday)

Call to Order @ 8:30 a.m.

Present:

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

Addition to Consent Agenda:

Approval of December 16 – 31, 2019 Payroll and Benefits

Employee Evaluation

Executive session under RCW 42.30.110(1)(g) – “to review the performance of a public employee.” Employee evaluation was held from 9:03 a.m. to 9:56 a.m. Economic Development Director McFadden was present.

[10:02:03 AM](#)

Public Works

Public Works Director O'Brien provided an update on road maintenance activities with the recent snowfall. Additionally, O'Brien reviewed *draft* plans for the replacement of the recycle building at the Bruce transfer station.

Modifications for the building purchased at 449 Cedar, Othello were discussed. O'Brien will obtain the keys and perform a walk through to assess requested modifications.

Public Works Maintenance Supplies

The Board provided **consensus authorization for the Public Works Department to proceed with solicitation of quotations/bids from material suppliers for the purchase of the following materials for the 2020 maintenance year:**

1. Sealcoat Oil
2. Weed Chemicals – Sterilant and Herbicides

3. Crackseal Material
4. Pre-level Material – HMA Asphalt
5. Traffic Paint and Glass Beads
6. Gravel from Commercial Sources
7. Anti/Deicing Materials
8. Culvert Materials

Surplus Public Works Equipment

A public hearing to consider declaring certain Public Works equipment surplus, and disposal of same by salvage or at public auction, was set for Monday, January 27, 2020, at 10:00 a.m. in Room 202 of the Adams County Courthouse, Ritzville.

Bridge Load Restrictions

Engineer Yaeger provided a review of Adams County bridge load restrictions to be adopted later by resolution.

Public Works Personnel

Public Works Director O'Brien reported, after thirty-six (36) years of employment with Adams County, Rubben Labes, Maintenance Supervisor – Lind District, has submitted his notice of retirement. O'Brien requested and received Board **consensus to begin the process of filling the position of Maintenance Supervisor – Lind District.**

[11:00:56 AM](#)

Executive Session

At 11:02 a.m. the Board entered in to Executive Session to last thirty (30) minutes under RCW 42.30.110(1)(i) – "...to discuss with legal counsel representing the agency litigation or potential litigation...". Prosecutor Flyckt; Civil Deputy Prosecuting Attorney Barden; and, Human Resource Manager Perez were present.

At 11:26 a.m. the Board reconvened from Executive Session. No action taken.

Recess @ 12:00

Reconvene @ 1:00 p.m.

Employee Evaluation

Executive session under RCW 42.30.110(1)(g) – "to review the performance of a public employee." Employee evaluation was held from 1:30 p.m. to 2:30 p.m. Integrated Health Care Services Director Guse was present. Additionally present was Civil Deputy Prosecutor Barden.

Employee Evaluation

Executive session under RCW 42.30.110(1)(g) – “to review the performance of a public employee.” Employee evaluation was held from 3:01 p.m. to 3:30 p.m. Central Services Director Boness was present. Additionally present was Civil Deputy Prosecutor Barden.

[3:32:49 PM](#)

Sheriff’s Department

Sheriff Wagner met with the Board to request additional review of the Administrative Assistant position in his office.

Additionally present was Prosecutor Flyckt; Civil Deputy Prosecuting Attorney Barden; and, Human Resource Manager Perez.

Commissioner Hartwig advised he cannot, from review of the job description presented, change the classification of the position noting, with Board approval, Wagner has the ability to hire in to the position at Range 9, Step 4, based on applicant ability.

Commissioner Marshall stated there is no justification for reclassification for a position that does not have increased duties, noting the Human Resource department has reviewed the job description and classification and is not recommending a higher rate of pay for the position.

The Board requested comparables from Human Resource Manager Perez for further discussion on Wednesday, January 15, 2020.

[4:03:20 PM](#)

Levy Distribution out of Current Expense

The Board reviewed a letter from Treasurer Meise presenting the breakdown for the dedicated tax dollar amounts per assessed valuation for 2020 as follows:

| | | |
|--|-----------------|-------------|
| #001 Current Expense | Tax Calculation | \$4,022,707 |
| #104 IHCS Mental Health | | -\$ 8,000 |
| #104 IHCS Physical Health | | -\$ 0 |
| #117 Developmental Disabilities | | -\$ 48,893 |
| #107 Veterans’ Relief | | -\$ 5,072 |
| Net Fund #001 Current Expense 2020 Tax | | \$3,960,742 |

Building and Planning

The Board provided **consensus authorization for the Building and Planning Department credit card request.** Commissioner Chairman Hartwig signed the Adams County Credit Card Request form.

[4:19:11 PM](#)

Collective Bargaining Agreement between Adams County and Association of Adams County Employees

Commissioner Marshall moved, Thompson seconded, to *approve the Collective Bargaining Agreement between Adams County and Association of Adams County Employees*. **Motion carried.** The contract period is January 1, 2020 through December 31, 2022.

Booker Road /SR26 Intersection

Commissioner Thompson moved, Marshall seconded, to *approve Resolution No. R-003-2020 In the Matter of Booker Road and SR26 Intersection Project (CRP-193)*. **Motion carried.**

Adams County Board of Equalization

Commissioner Marshall moved, Thompson seconded, to *appoint Brad Kent, Othello, to the Adams County Board of Equalization to fill the unexpired term of Larry McCourtie, effective January 13, 2020 through December 31, 2020*. **Motion carried.**

Adams County Horticultural Pest and Disease Control Board

Commissioner Marshall moved, Thompson seconded, to *appoint Dale Beus, Othello, to the Adams County Horticultural Pest and Disease Control Board, effective January 13, 2020 through April 30, 2021*. **Motion carried.**

Resolution No. R-004-2020

Commissioner Marshall moved, Thompson seconded, to *approve Resolution No. R-004-2020 In the Matter of Adopting New Salary Structures for the Association of Adams County Employees and Designating Range Classifications to Existing Positions*. **Motion carried.**

Economic Development

Based on annual review, Commissioner Marshall moved, Thompson seconded, to *approve the placement of Stephen McFadden, Economic Development Director, currently at Range 6, Step 5 of the Adams County Management Salary Schedule, at Range 6, Step 6 of the Adams County Management Salary Schedule, effective January 1, 2020*. **Motion carried.**

Consent Agenda

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

Preliminary minutes of January 6 and 8, 2020

December 16 – 31, 2019, Payroll in the amount of \$422,194.60; and, Benefits in the amount of \$229,722.20 (Warrant # Series 531887-531904; Direct Deposit # Series 61506-61678; Benefit/Deduction # Series 1149606-1149618)

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 | 4759 – 4821 | \$161,985.02 |
| 001H | 4822 | \$ 542.16 |
| 103 | 4823 – 4828 | \$ 1,148.45 |
| 103A | 4829 | \$ 23,997.16 |
| 104 | 4830 – 4843 | \$ 9,087.86 |
| 105A | 4844 | \$ 534.93 |
| 117 | 4845 | \$ 6,351.25 |
| 122 | 4846 – 4848 | \$ 2,575.02 |
| 123 | 4849 | \$ 392.00 |
| 130 | 4850 – 4853 | \$ 5,439.86 |
| 131 | 4854 – 4855 | \$ 11,254.18 |
| 322 | Hand Pays | \$340,930.11 |
| 502 | 4856 – 4861 | \$ 5,665.63 |
| 108 | 2161 – 2162 | \$ 398.86 |
| 115 | 2163 – 2176 | \$ 15,543.17 |
| 401 | 2177 – 2183 | \$ 3,067.68 |
| 501 | 2184 – 2191 | \$ 3,814.10 |
| 590 | 2192 – 2222 | \$ 81,859.35 |
| | TOTAL | \$674,586.79 |

Resolution No. R-002-2020 In the Matter of Load Restrictions on Adams County Bridges

[4:27:42 PM](#)

Permanent Minutes Signed

December 23, 2019

Correspondence Received

Brandon West, Attorney re: Public Defender Quarterly Report for 4th Quarter, 2019

Kyle R. Smith, Attorney re: Public Defender Quarterly Report for 4th Quarter, 2019

Treasurer Mary Ann Kirkpatrick, Othello Senior Center re: report of activities and goals and request for 2020 County budget allocation

Treasurer Kayla Meise re: Adams County Levy Distribution

Adjournment @ 4:35 p.m.

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

Edited and Approved:

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

RESOLUTION NO. R-002-2020

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

IN THE MATTER OF LOAD RESTRICTIONS ON ADAMS COUNTY BRIDGES

NOTICE IS HEREBY GIVEN THAT LOAD RESTRICTIONS for vehicles on the following bridges are on file at the Adams County Engineer's Office at the Public Works Building in Ritzville, Washington. Restrictions shall be in effect for each listed bridge until rescinded for the bridge by resolution.

UNRESTRICTED LEGAL LOADINGS

Type 3 Loading = 25 Ton with (3) axles
Type 3S2 Loading = 36 Ton with (5) axles
Type 3-3 Loading = 40 Ton with (6) axles
SU 4 = 27 Ton with (4) axles
SU 5 = 31 Ton with (5) axles
SU 6 = 34.75 Ton with (6) axles
SU 7 = 38.75 Ton with (7) axles

RESTRICTED BRIDGE LOADINGS

| BRIDGE | TYPE 3 | TYPE 3S2 | TYPE 3-3 | SU4 | SU5 | SU6 | SU7 |
|------------|---------------|---------------|---------------|---------------|---------------|------------------|------------------|
| <u>NO.</u> | <u>25 Ton</u> | <u>36 Ton</u> | <u>40 Ton</u> | <u>27 Ton</u> | <u>31 Ton</u> | <u>34.75 Ton</u> | <u>38.75 Ton</u> |
| 311-1 | LEGAL | LEGAL | LEGAL | LEGAL | 29 Ton | 30 Ton | 32 Ton |

Any loading in excess of the previous specified maximum shall be considered a violation of this order.

IT IS HEREBY ORDERED that the above be adopted and shall be published in a legal manner and the bridge be posted accordingly.

DATED this 13th day of January, 2020.

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

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

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF ADAMS COUNTY,
WASHINGTON

In the matter of (Booker Road & SR 26 Intersection)...**Resolution R-003-2020**

County Road Project
No.193

IT IS HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS that it is their intention to rehabilitate and make improvements to the Booker Road #21901 from MP 4.04 to MP 4.54. Work to include replace existing road surface and install advanced rumble bars prior to the intersection.

Length of project: **.50 miles** Width of roadbed: **38 feet** Surface: **30 feet**
Type and depth of surfacing: **5" HMA**
Estimated date of beginning: **February 2020**
Estimated date of completion: **December 2021**

BE IT FURTHER RESOLVED that the foregoing proper road there is hereby appropriated the sums in the following detail.

| | |
|--------------------------|----------------------------------|
| Preliminary Engineering | County Road Fund \$ 34,000.00 |
| Right-of-way | \$ |
| <u>Items of Work</u> | |
| County Force | \$ |
| Contract | \$ 529,000.00 |
| Construction Engineering | \$ 50,000.00 |
| TOTAL | \$ 613,000.00 |

The county road purpose herein described is HEREBY DECLARED to be a public necessity and

the County Road Engineer is HEREBY ORDERED AND AUTHORIZED to report and proceed thereon as by law provided.

BE IT FURTHER RESOLVED that this purpose by Contract in accordance with Standard Road and Bridge Specifications of the State of Washington as adopted by this Board.

Adopted this 13th day of January, 2020.

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

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

RESOLUTION NO. R-004-2020

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

**IN THE MATTER OF ADOPTING NEW SALARY STRUCTURES FOR THE
ASSOCIATION OF ADAMS COUNTY EMPLOYEES AND DESIGNATING RANGE
CLASSIFICATIONS TO EXISTING POSITIONS**

WHEREAS, new salary structures have been agreed upon in the course of collective bargaining with the Association of Adams County Employees; and

WHEREAS, existing positions must be designated new range classifications pursuant to the Collective Bargaining Agreement between Adams County and the Association of Adams County Employees for the period of January 1, 2020 through December 31, 2022;

THEREFORE BE IT HEREBY RESOLVED that existing positions be classified on the new Courthouse Bargaining Unit salary structure (see Appendix A) as follows:

ASSESSOR'S OFFICE

| | |
|------------------|---|
| Position No. 101 | <u>Deputy Assessor / Appraiser</u> Classification from: Range 10 / 12 / 15 Classification to: Range D / F / I |
| Position No. 104 | <u>Administrative Assistant</u> Classification from: Range 9 Classification to: Range D |
| Position No. 105 | <u>Personal Property Assessor / Appraiser</u> Classification from: Range 10 Classification to: Range E |
| Position No. 106 | <u>Segregation Deputy</u> Classification from: Range 6 Classification to: Range A |

AUDITOR'S OFFICE

| | | |
|------------------|--|--|
| Position No. 202 | <u>Elections Administrator</u> | Classification from: Range 9 Classification to: Range E |
| Position No. 203 | <u>Accounts Payable Deputy Auditor</u> | Classification from: Range 8 Classification to: Range C |
| Position No. 204 | <u>Licensing Deputy</u> | Classification from: Range 6 Classification to: Range A |
| Position No. 205 | <u>Recording Deputy</u> | Classification from: Range 6 Classification to: Range A |

BUILDING AND PLANNING DEPARTMENT

| | | |
|------------------|---------------------------|---|
| Position No. 302 | <u>Building Inspector</u> | Classification from: Range 14 Classification to: Range H |
| Position No. 305 | <u>Permit Technician</u> | Classification from: Range 8 Classification to: Range D |

DISTRICT COURT

| | | |
|--|-------------------------------------|---|
| Position No. 701, 702, 703, 801, 802, 803, 804 | <u>District Court Clerk</u> | Classification from: Range 6 Classification to: Range B |
| Position No. 709 | <u>District Court Administrator</u> | Classification from: Range 15 Classification to: Range I |

JUVENILE COURT

| | | |
|------------------|---|---|
| Position No. 902 | <u>Administrative Assistant</u> | Classification from: Range 6 Classification to: Range D |
| Position No. 904 | <u>Probation Counselor</u> | Classification from: Range 11 Classification to: Range G |
| Position No. 905 | <u>Part-Time Secretary</u> | Classification from: Range 6 Classification to: Range A |
| Position No. 907 | <u>Juvenile Detention Alternatives Initiative Coordinator</u> | Classification from: Range 9 Classification to: Range D |

Position No. 1214

Corrections Officer

Classification from:

Range 8

Classification to:

Corrections / Dispatch /
Evidence

Position No. 1219

Evidence Technician / Records Clerk

Classification from:

Range 8

Classification to:

Corrections / Dispatch /
Evidence

AND, BE IT FURTHER RESOLVED that the following existing position will be classified on the new Corrections Sergeant salary structure (see Appendix C):

SHERIFF'S OFFICE

Position No. 1220

Corrections Sergeant

Classification from:

Range 8

Classification to:

Corrections Sergeant

AND, BE IT FURTHER RESOLVED that all current incumbents of the positions designated herein shall be placed at a beginning step as designated in the Collective Bargaining Agreement between Adams County and the Association of Adams County Employees for the period of January 1, 2020 through December 31, 2022;

AND, BE IT FURTHER RESOLVED that all corresponding job descriptions are hereby amended to reflect the new range classifications effective January 1, 2020.

DATED this 13th day of January, 2020.

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

ATTEST:

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