

## COMMISSIONERS' PROCEEDINGS

Adams County Courthouse  
Ritzville, Washington  
Regular Meeting

January 21, 2020

(Tuesday due to Martin Luther King Day on Monday)

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

**Present:**

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

**Consent Agenda Deletion:**

Approval of Vouchers

9:00:27 AM

**Fire Alarm Protocol**

Chairman Hartwig provided opening comments prior to turning the meeting over to Emergency Management Director Weise regarding fire alarm protocol/courthouse emergency procedures. Weise noted the purpose of the meeting is to review individual department procedures and establish protocol for the evacuation of offices in the event of an emergency. Items discussed included:

- Procedures for evacuation;
- Internal procedures in the event of an evacuation;
- Understanding the procedure of an evacuation, no elevator, evacuation route, what if an escape route is obstructed – every department will have individual policies
- Procedure to follow after evacuation – the building should not be occupied until after the fire department or the facilities manager has notified staff of ability to re-enter the building;
- Routes out of offices, alternate routes, where each office will exit, where each department will meet after evacuation;
- Office procedure for maintaining the safety of important documents;
- Exits to evacuate citizens with mobility issues;
- Posting of written evacuation plan;
- Identification of problem and notification of such;
- Mitigation of potential issues;

- Medical issues of public or others in offices;
- Continuity of operations;
- Safety improvements in individual offices.

Additionally, Weise distributed a handout to be completed by each department. A follow-up meeting is scheduled for February 18, 2020, at 9:00 a.m.

[10:01:03 AM](#)

### **Employee Evaluation**

Executive session under RCW 42.30.110(1)(g) – “to review the performance of a public employee.” Employee evaluation was held from 10:03 a.m. to 11:00 a.m. Emergency Management Director Jay Weise was present.

[11:03:32 AM](#)

### **Public Works**

Public Works Director O’Brien provided the weekly road maintenance update for all three districts. Additionally, O’Brien reported on facilities maintenance noting he will prepare maps for evacuation procedures; a single point of entry for the courthouse was discussed.

### **Public Services Building – Othello**

Director O’Brien reviewed cost estimates for roof repairs to the Public Services Building. The roof was installed in 2005 and now needs to be patched or replaced. Garland Roofing has provided estimates for minor repairs at a cost up to \$15,000, to major repairs at a cost of up to \$257,000.

Based on the recommendation of the Public Works Department, Board **consensus** authorized the Public Works Department to move forward to contract with Garland Roofing to repair the current damage to the roof at a cost of up to \$15,000; have the work completed this year; and, budget for future repairs that may become necessary over time.

### **Deal Road Widening/Surfacing and Deal #1 Project – Phase #1**

Commissioner Marshall moved, Thompson seconded, to *approve the Contract and Contract Bond for Granite Construction Company, Yakima, Washington for the Deal Road Widening/Surfacing & Deal #1 Project – Phase #1 (CRP-189)*. **Motion carried.**

### **Engineering**

Engineer Yaeger provided updates on several road projects including Atkinson Road; Hatton Road; Paha Packard Road; and, Deal Road.

### **Alley Vacation Original Cunningham**

Engineer Yaeger presented the Preliminary Engineer's Report on the requested vacation of the alley between Lots 1 and 2, Block 7, Original Cunningham; and Lots 9 and 10, Block 7, Original Cunningham, Adams County. The report noted the general condition of the described portion of the alley is an unopened right-of-way fifteen (15) feet wide with no improvements. The right-of-way is not needed for future county use and the vacation would benefit the general public. A final report will be presented during the public hearing.

The Board **by consensus** set the public hearing for 10:00 a.m. on Monday, February 24, 2020, in room 202 of the Adams County Courthouse, Ritzville.

[11:54:01 AM](#)

**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. Building and Planning Director Loren Wiltse was present.

### **Executive Session**

At 2:45 p.m. the Board recessed in to Executive Session for fifteen (15) minutes under RCW 42.30.110(1)(i) – “to discuss with legal counsel representing the agency litigation or potential litigation...”. Present were Prosecutor Flyckt and Civil Deputy Prosecuting Attorney Barden.

At 3:00 p.m. the Board reconvened from Executive Session. No action taken.

At 3:00 p.m. the Board recessed back in to Executive Session for five (5) minutes under RCW 42.30.110(1)(i) – “to discuss with legal counsel representing the agency litigation or potential litigation...”. Present were Prosecutor Flyckt and Civil Deputy Prosecuting Attorney Barden.

At 3:05 p.m. the Board reconvened from Executive Session. No action taken.

### **Prosecutor**

Prosecutor Flyckt provided updates on various county matters. Additionally present was Civil Deputy Prosecuting Attorney Barden.

### **Canvassing Board**

John N. Marshall will serve on the Canvassing Board for the February 11, 2020 Special Election for the time frame of January 24, 2020 through February 21, 2020.

[3:56:54 PM](#)

### **Adams County Library District No. 2 (Ritzville)**

Commissioner Thompson moved, Marshall seconded, to *confirm the appointment of Thomas Pulliam, Bengé, to the Adams County Library District No. 2 Board of Trustees, to fill the unexpired term of Pat Tremaine, effective January 8, 2020 through December 13, 2021.* **Motion carried.**

### **Consent Agenda**

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

Preliminary minutes of January 13 and 15, 2020

**Resolution No. R-005-2020 In the Matter of Transferring Funds from Current Expense Fund #001 to Courthouse O&M Fund #501**

**Resolution No. R-006-2020 In the Matter of Transferring Funds from Current Expense Fund #001 to Emergency Services Fund #106**

[3:58:18 PM](#)

### **Permanent Minutes Signed**

January 6 and 8, 2020

### **Correspondence Received**

Kyya Grant, Adams County Pet Rescue re: request for 2020 County budget allocation with ACPR intake and outcome for 2019

Treasurer Meise re: 2019 Notice of Application for Judgment Foreclosing Tax Liens and Summons

Kayla Meise, Library District No. 2 Trustee Kayla Meise re: appointment of Thomas Pulliam to the Library District No. 2 Board of Trustees

Secretary/Treasurer Susan Sackmann, Adams County Historical Society re: report of activities and goals and request for 2020 County budget allocation

**Adjournment @ 4:10 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-005-2020**

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM CURRENT EXPENSE FUND  
#001 TO COURTHOUSE O&M FUND #501.**

**WHEREAS**, funds were allocated in the 2020 Current Expense Fund #001 for the operation of Courthouse O&M Fund #501; and

**THEREFORE, BE IT HEREBY RESOLVED** that One hundred fifty thousand and no/100 dollars (\$150,000) be transferred from Current Expense Fund #001 BARS 597.18.00.01 to Courthouse O&M Fund #501 BARS 397.18.30.00.

**DATED** this 21st 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-006-2020**

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM CURRENT EXPENSE FUND  
#001 TO EMERGENCY SERVICES FUND #106**

**WHEREAS**, funds were allocated in the 2020 Current Expense Fund #001 for support of Emergency Services Fund #106; and

**THEREFORE BE IT HEREBY RESOLVED** that Fifty-eight thousand nine hundred fifty nine and no 100's dollars (\$58,959) be transferred from Current Expense Fund #001/099 BARS 597.25.00.01 to Emergency Services Fund #106 BARS 397.25.60.00.

**DATED** this 21st 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