

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse Ritzville, Washington Regular Meeting

March 16, 2020
(Monday)

Call to Order @ 8:30 a.m.

Present:

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

Geographic Information Systems (GIS)

Auditor Hunt met with the Board to review matters pertaining to the formation of a GIS department.

[9:10:16 AM](#)

COVID-19

Economic Development Director McFadden provided updates on statewide measures enacted to combat the Coronavirus COVID-19 pandemic. Discussion items included:

- Impact to local employers during shut-downs ordered by Governor Inslee
- Impact to the courts
- Alternative commissioner meetings
- Compensation of employees should they be asked to stay at home
- Essential county operations/non-essential county operations
- Protocol should a county employee be diagnosed with COVID-19

The Board will take into consideration all available information in determining their decision to curtail or shut down certain county operations.

[10:00:55 AM](#)

[10:03:51 AM](#)

Public Works

Public Works Director O'Brien reported on road maintenance activities due to snowfall over the weekend; and solid waste, reporting on recycling activities.

Director O'Brien requested guidance of fairgrounds rental events in light of the COVID-19 pandemic. Capacity for the commercial building is 400, exceeding the governor's social distance requirements. The Board, by **consensus** authorized O'Brien to cancel all rental events until May 16, 2020 with all deposit monies refunded. The entire fairgrounds facility will be closed to the public until April 30, 2020.

Director O'Brien reviewed the Public Works Department's plan to provide critical services during the COVID-19 outbreak. Notices were sent to department employees regarding health department concerns. One employee will be allowed in a vehicle at a time with each vehicle cleaned after use. Social distancing is being observed.

Title VI Non Discrimination

Commissioner Thompson moved, Marshall seconded, to *authorize the Chairman to sign the Title VI Non-Discrimination Agreement for Populations under 100,000 between the Washington State Department of Transportation and Adams County.* **Motion carried.**

[10:54:20 AM](#)

Recess @ 12:50 p.m.

Reconvene @ 1:30 p.m.

[12:37:54 PM](#)

COVID 19 – Resolution No. R-018-2020

Commissioner Thompson moved, Marshall seconded, to *approve Resolution No. R-018-2020 In the Matter of a Declaration of an Emergency for the COVID 19 Pandemic Response.* **Motion carried.**

The decision to approve said resolution was made after consulting with various county departments and updates from the county department of health.

[12:40:26 PM](#)

[1:38:59 PM](#)

COVID-19

Several department heads and elected officials met to discuss essential operations during the COVID-19 pandemic.

District Court Judge Benzel met with the Board to discuss the procedures she will follow. Any matters that are able to be continued will be continued. Judge Benzel will suspend all operations, other than certain basic essentials of the court. Other matters that will continue are payments at window, filing of new cases, and citations. All face to face probation services will take place telephonically.

Integrated Health Care Services Director Guse reported essential services will be available at the Health Department. A large portion of services will be conducted telephonically. Certain operations are necessary. Additional guidance will be sought on assessments that cannot be done by phone, noting the initial assessment must be done in person.

Emergency Management Director Weise appeared telephonically noting the importance of evaluating the current situation and acting according to health guidelines. Weise added that each office should examine how functions will be performed with minimal exposure to employees. Day to day activities may need to be adjusted. Departments can best devise the proper course individually. Person to person contact needs to be eliminated.

Economic Development Director McFadden recommended closing all county facilities to public access unless it is an emergent issue. To model appropriately, if someone needs in they can call the office they need and be escorted in, do their necessary business, and be escorted back out again.

McFadden will be creating an Adams County webpage under the government category to keep the public informed of current necessary information.

Karen Potts, RN, reviewed the procedures the health department will follow in the event of a positive coronavirus test in Adams County.

At 2:37 p.m. Superior Court Judge Dixon joined the meeting. Prosecutor Flyckt provided a synopsis of the earlier discussion. Judge Dixon feels court is necessary to determine the severity of a situation and does not intend to shut down operations in his court. Judge Dixon noted that, while he realizes the necessity of these actions, court proceedings cannot be underestimated and further stated that he does not plan to enter any orders as other counties have done regarding court operations citing a constitutional authority to be certain a criminal defendant is provided their constitutional rights.

[3:03:56 PM](#)

[4:33:42 PM](#)

Closing of County Facilities

Commissioner Marshall moved, Thompson seconded, to *approve Resolution No. R-019-2020 In the Matter of Closing the County Facilities for All Non-Emergency Business and Visits, Directing that*

County Department Heads Under the Administration of the Board of County Commissioners Reduce Staff to Essential Operating Positions and Consider Options Such as Telecommuting and Working from Home so as to Limit Individual Exposure and Making Similar Recommendations to the Elected Officials of Adams County and to the Courts of Adams County. Motion carried.

Commissioner Chairman Hartwig expressed appreciation to the Board on making a difficult decision that will affect the community and staff, noting required services will continue to be provided. However, for the safety of all individuals, the closing of county facilities is a necessity. Commissioner Marshall expressed appreciation to all involved in the process.

Public Information Officer

Commissioner Thompson moved, Marshall seconded, to *authorize Adams County Economic Development Director Stephen McFadden be appointed to serve as Public Information Officer for all COVID-19 related matters. Motion carried.*

Adams County Noxious Weed Control Board

Commissioner Marshall moved, Thompson seconded, to *appoint Marchelle (Marci) Miller, Ritzville, to the Adams County Noxious Weed Control Board as Director for Section #1 for a four (4) year term effective April 1, 2020 through March 1, 2024. Motion carried.*

Deal Road Widening/Surfacing & Deal #1 Project – Phase #2 (CRP-189)

Commissioner Marshall moved, Thompson seconded, to *approve Resolution No. R-016-2020 In the Matter of Notice of Call for Bids for the Deal Road Widening/Surfacing & Deal #1 Project – Phase #2 (CRP-189). Motion carried.* Bid opening is set for Monday, April 13, 2020 at 10:00 a.m. in Room 202 of the Adams County Courthouse, Ritzville.

Adams County Water Conservancy Board

Commissioner Thompson moved, Marshall seconded, to *approve Resolution No. R-017-2020 In the Matter of Notice of Intent to Formally Dissolve the Adams County Water Conservancy Board. Motion carried.*

Integrated Health Care Services

Commissioner Thompson moved, Marshall seconded, to *authorize the Chairman to sign 2018-2020 Consolidated Contract CLH18235, Amendment #12, between Washington State Department of Health and Adams County for an increase of \$6,000 (Office of Drinking Water Group A Program) for a total contract award of \$652,362 for the period January 1, 2018 through December 31, 2020. Motion carried.* (Revision is to add dollars for sanitary surveys completed between January, 2020-December, 2020.)

Ordinance No. O-01-2020

Commissioner Marshall moved, Thompson seconded, to *approve Ordinance No. O-01-2020 In the Matter of Amending Ordinance No. O-01-2018; and, Amending Adams County Code Chapter 17.60. Motion carried.*

Consent Agenda

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

Preliminary Minutes of March 2 and 4, 2020
Preliminary Minutes of March 9 and 11, 2020

February 16 – 29, 2020, Payroll in the amount of \$431,004.39; and, Benefits in the amount of \$231,917.82 (Warrant # Series 532000-532017; Direct Deposit # Series 62196-62368; Benefit/Deduction # Series 1150659-1150669)

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	0790 – 0817 (-0803)	\$ 25,178.88
103	0818 – 0822	\$ 14,891.71
104	0823 – 0845	\$ 23,968.05
123	0846 – 0850	\$ 12,412.42
166	0851 – 0858	\$ 1,981.19
502	0859 – 0861	\$ 2,031.75
108	285 – 286	\$ 594.04
115	287 – 296	\$ 8,469.70
401	297 – 302	\$ 19,083.20

501	303 – 307	\$ 3,291.52
590	308 – 334	\$ 41,705.56
	TOTAL	\$153,608.02

[4:48:34 PM](#)

Correspondence Received

Notice of Marijuana License Application re: Assumption dba Beautiful Planet, 986 E. Hampton Road, Suite 5, Lind, WA
 Sherri L. Duff, Clerk of the Board, Adams County Noxious Weed Control Board re: Director Appointment for Section #1

Notice of Marijuana License Application re: Columbia River Cannabis, 2310 W. Sutton Road, Suite A-3, Othello, WA (*change of location application*)

Adjournment @ 5:00 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-016-2020

NOTICE TO CONTRACTORS

**County of Adams
 Department of Public Works
 Ritzville, Washington**

Sealed bids will be received by Adams County at the office of the Board of County Commissioners located in the courthouse at 210 W. Broadway, Ritzville, Washington 99169, **until 10:00 a.m., Monday, April 13, 2020** and will be opened and publicly read on **April 13, 2020** at 10:00 a.m. for the following construction improvements:

Deal Road Widening/Surfacing & Deal #1 Project – Phase #2 (CRP-189), M.P 5.84 to M.P 8.23 (Leisle Rd. to Urquhart Rd.) and M.P 8.90 to M.P 11.87 (Westbound I-90 to Rosenoff Rd.) & Deal Rd. County Overlay Project #82-0011 M.P 8.23 to M.P 8.80 (Urquhart Rd. to Eastbound I-90). Work to include Cement Treated Base,

guardrail, HMA Prelevel, HMA Paving and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.

All bid proposals shall be accompanied by a bid proposal deposit in cash, certified check, cashier's check or surety bond in amount equal to five percent (5%) of the amount of such bid proposal. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated in the specifications, the bid proposal deposit shall be forfeited to the County of Adams. All checks and bonds shall be made payable to the Adams County Treasurer.

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 best serves the interest of Adams County.

Maps, plans, specifications, and proposals may be obtained from the office of the Department of Public Works, 210 W. Alder, Ritzville, Washington, 99169; phone (509) 659-3276.

Informational copies of maps, plans and specifications are on file for inspection in the office of the Adams County Engineer in Ritzville, Washington, and the chapter office of the Associated General Contractors of America in Spokane, Washington.

Adams County, 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 26 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 16th day of March, 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-017-2020

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

**IN THE MATTER OF NOTICE OF INTENT TO FORMALLY DISSOLVE THE ADAMS
COUNTY WATER CONSERVANCY BOARD**

WHEREAS, Adams County received on August 16, 1999 a petition, signed by at least five (5) water right holders in Adams County, and proposed by-laws to propose the establishment of an Adams County Water Conservancy Board; and

WHEREAS, Adams County held a public hearing on the matter on September 13, 1999; and

WHEREAS, the Adams County Board of Commissioners created by Resolution R-72-99, the Adams County Water Conservancy Board to function within the geographical borders of Adams County exercising administrative powers enumerated with Title 90 RCW and proposed by-laws; and

WHEREAS, documents necessary for the Washington State Department of Ecology's review of the proposal were forwarded to the Department on September 23, 1999; and

WHEREAS, the Washington State Department of Ecology informed Adams County of the approval of a Water Conservancy Board by letter, received October 14, 1999; and

WHEREAS, commissioners were appointed to serve on the Water Conservancy Board by county commissioners; and

WHEREAS, Water Conservancy Board operations have declined with no applications being received in recent years; and

WHEREAS, the Water Conservancy Board commissioners are desirous of dissolution of the Adams County Water Conservancy Board.

THEREFORE BE IT HEREBY RESOLVED the Adams County Board of Commissioners hereby dissolves the Adams County Water Conservancy Board, and hereby directs the Clerk of the Board to provide notice of such dissolution pursuant to RCW 90.80.065.

DATED this 16th day of March, 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-018-2020

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

**IN THE MATTER OF A DECLARATION OF AN EMERGENCY FOR THE COVID 19
PANDEMIC RESPONSE**

WHEREAS, COVID-19, a respiratory disease that can result in serious illness or death, is caused by the SARS-Co V-2, virus, which is a new strain of coronavirus that has not been previously identified in humans and can easily spread from person to person; and

WHEREAS, the Washington State Department of Health confirmed forty two (42) deaths, seven hundred sixty nine (769) confirmed positive cases, and over nine individuals under public health supervision in Adams County, and local health departments and the Washington State Department of Health are working to identify, contact and test others in Washington State potentially exposed to COVID-19 in coordination with the United States Centers for Disease Control and Prevention (CDC); and

WHEREAS, Dr. Alexander Brzezny, Adams County Health Officer, has advised that there exists a health emergency for the citizens and visitors of Adams County due to the reasons stated above; and

WHEREAS, the Adams County Department of Emergency Management is coordinating resources to support the Adams County Health Department officials in alleviating impacts to people, property and infrastructure.

WHEREAS, there is an emergency present which necessitates activation of the Adams County Comprehensive Emergency Management Plan and utilization of emergency powers granted pursuant to RCW 38.52 and Adams County Code 2.40; and

NOW, THEREFORE BE IT HEREBY DECLARED BY THE ADAMS COUNTY COMMISSIONERS that an emergency exists in Adams County; therefore, the Adams County Health Department and Adams County departments are authorized to take emergency actions and to provide emergency services to protect the health and safety of persons and property pursuant to Adams County Code 2.40, RCW 36.40.180 and RCW 38.52; each Adams County department is authorized to exercise the power vested under this proclamation in the light of the urgent requirements of an emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements).

DATED this 16th day of March, 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

Approved as to form:
s/Randy J. Flyckt
Adams County Prosecuting Attorney
WSBA #29302

RESOLUTION NO. R-019-2020

IN THE MATTER OF CLOSING THE COUNTY FACILITIES FOR ALL NON-EMERGENCY BUSINESS AND VISITS, DIRECTING THAT COUNTY DEPARTMENT

HEADS UNDER THE ADMINISTRATION OF THE BOARD OF COUNTY COMMISSIONERS REDUCE STAFF TO ESSENTIAL OPERATING POSITIONS AND CONSIDER OPTIONS SUCH AS TELECOMMUTING AND WORKING FROM HOME SO AS TO LIMIT INDIVIDUAL EXPOSURE AND MAKING SIMILAR RECOMMENDATIONS TO THE ELECTED OFFICIALS OF ADAMS COUNTY AND TO THE COURTS OF ADAMS COUNTY

Recitals

WHEREAS, the Adams County Board of Commissioners have adopted a resolution declaring an emergency for the COVID-19 pandemic response; and

WHEREAS, to protect the health and safety of the public and reduce the possible exposure to COVID-19; and

WHEREAS, the Adams County Board of Commissioners does hereby resolve as follows:

1. All department heads under the administration of the Board of County Commissioners are directed to have all non-essential employees to remain at home, or perform work from home.
2. Recommends that all Adams County elected officials employ measures similar to those directed of department heads.
3. Further recommends that the District and Superior Courts operating within Adams County consider enactments of emergency measures as set forth in Washington State Supreme Court Order 25700-B-602.
4. This order shall be deemed effective the close of business on March 16, 2020, and closure of a minimum of 14 days, or until further order of the BOCC.
5. All employees affected by this emergency resolution will continue to be paid in accordance with their existing salary classifications.

NOW, THEREFORE IT IS SO ORDERED this 16th day of March, 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

Approved as to form:
s/Randy J. Flyckt, Prosecutor
WSBA #29302