

## **COMMISSIONERS' PROCEEDINGS**

**Regular Meeting  
Adams County Courthouse  
Ritzville, Washington**

**March 18, 2020**  
(Wednesday)

**Call to Order @ 9:00 a.m.**

**Present:**

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

9:00:30 AM

**Coronavirus COVID-19**

Economic Development Director McFadden reviewed the actions he has taken to notify the public of the information available regarding Adams County government actions. He is currently working on a detail of how the different county offices are dealing with the crisis and the available services they will offer providing contact information for each office.

McFadden further reported that press releases were distributed and shared with all Adams County mayors and school superintendents. Conversations have been held with cities and towns as to their operating hours, staffing and closures.

An Adams County website is awaiting approval by Facebook. Once that sponsored ad is approved, Karen Potts, RN, will issue a press release.

The public and staff will be provided the best details at the moment, with changes as necessary. McFadden will provide a list of how to access specific available county services, along with telephone numbers and email addresses of each department.

McFadden reported a survey is going out to small businesses in Adams County. The information will be collected and a database built for responding businesses with the information updated as necessary. Adams County was approved and accepted as being eligible for an

emergency loan program through SBA for small businesses. McFadden noted the program is currently accepting applications.

Public Works Director O'Brien provided updates on how he is coordinating staff during the crisis both in public works and engineering, utilizing telecommuting when possible. All crew operations are suspended unless considered emergent. If needed, the department is prepared to stagger hours of people coming in to maintain social distance. Maintenance and operations is fully staffed and cleaning facilities. The entire fairgrounds facility is shut down. Solid Waste is considered essential and transfer stations are open with winter hours possibly extended through April to maintain less public contact. Transactions are being processed through the window at the Ritzville Transfer Station to create a barrier between staff and public. Projects are being completed in the road maintenance department. O'Brien reviewed departmental procedures in the event someone in a county building tests positive for COVID-19.

Assessor Brewer reviewed procedures in conducting limited services in the Assessor's office.

Prosecutor Flyckt asked Civil Deputy Prosecuting Attorney Barden to research the open public meetings act, noting actions need to be open to the public. At this time, the agenda noted a call in number for the public to attend telephonically.

It was noted that, while county buildings are closed to the public, departments continue to offer limited services. Citizens needing emergent services are being escorted in, allowed to conduct their business, and escorted out again.

[10:21:23 AM](#)

[10:23:02 AM](#)

**Assessor**

Assessor Brewer reported an employee in her office is leaving county employment and discussed the possibility of overlapping of employees for training purposes.

Additionally, Brewer reported letters are going out to seniors for exemption renewals notifying them of the necessity of calling first prior to arriving at the courthouse.

Sheriff Wagner reported that his staff is experiencing overtime and a heavy call log with more people being ordered to stay home..

Human Resource Manager Perez reported the current sick leave policy is being modified to deal with the current emergency situation. Perez and Civil Deputy Prosecuting Attorney Barden will prepare on a memo to staff detailing what the expectations are during absences.

[10:46:06 AM](#)

**Sheriff's Department**

Sheriff Wagner updated the Board on various departmental operations. Additionally, discussion included the sheriff's request of additional space necessary for evidence storage.

Commissioner Thompson left the meeting at 12:05 p.m. to attend a canvassing board meeting.

**Adjournment @ 12:20 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