

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

April 27, 2020
(Monday)

Call to Order @ 8:30 a.m.

Present:

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

[9:31:08 AM](#)

Human Resources

Human Resource Manager Perez reviewed a final *draft* job description of the Geographic Information Systems (GIS) Director position, along with a recruitment announcement. The Board provided **consensus authorization to move forward with advertising the position of GIS Director.**

The proposed Families First Coronavirus Response Act (FFCRA) policy was reviewed with Perez noting that Civil Deputy Prosecuting Attorney Barden assisted in drafting the policy. The Board, provided **consensus authorization to move forward with preparing the FFCRA policy for adoption** once Public Works Director O'Brien has been provided an opportunity to review the same.

[9:46:02 AM](#)

[10:01:00 AM](#)

Public Works

Public Works Director O'Brien provided updates on the following:

Road Maintenance – noting crews are raking, compacting, grading, and asphalt patching.

Solid Waste – a pre-construction meeting will be scheduled once the contract for the solid waste building has been executed by the contractor. O'Brien requested and received **consensus authorization to purchase a baler in the amount of \$131,485 plus sales tax, to replace the baler destroyed by fire in August, 2018.**

Compression Brakes – O'Brien reported that Washington Department of Transportation has notified him that they will allow signs

prohibiting compression brakes, however, the request must come from a local agency and the requestor must pass an ordinance prohibiting the use of compression brakes in the area of concern. O'Brien will forward the information to Building and Planning Director Wiltse, allowing him to review the same prior to a decision being made.

Impound Yard/Evidence Yard – Othello – Public Works Director O'Brien prepared a cost estimate for a proposed impound yard/evidence yard at the Othello Sub-station. Sheriff Wagner was present to discuss his proposal. The building layout was reviewed, noting sod and sprinklers will need to be removed. Combined costs associated with the parking lot (\$53,265); fencing (\$98,320); and the building (\$326,259.26) total \$468,204.26. Additional expenses may include engineering. No action was taken pending further consideration by the Board. A meeting was scheduled for May 11, 2020 at 9:30 a.m. for additional discussion.

Odessa-County Road Bridge Replacement Planning Project – a workshop will be scheduled to review funding options.

Personnel – Public Works Director O'Brien requested and received **consensus authorization to move forward in the process of filling vacant positions in his department.** Current vacant positions include one (1) maintenance worker, Othello; four (4) maintenance workers, Lind; two (2) solid waste attendant positions; and one (1) mechanic position.

Atkinson Road Project

Commissioner Thompson moved, Marshall seconded, to *authorize the Chairman to sign updated Local Agency Federal Aid Project Prospectus for Atkinson Road Project; and, Local Agency Agreement Supplement #1 between Adams County and Washington State Department of Transportation for Atkinson Road Project.* **Motion carried.**

[10:58:57 AM](#)

[11:00:07 AM](#)

Declaration of Hazardous Fire Conditions

Commissioner Marshall moved, Thompson seconded, to *approve **Resolution No. R-024-2020 In the Matter of Declaration of Hazardous Fire Conditions.*** **Motion carried.**

Families First Coronavirus Response Act

Commissioner Marshall moved, Thompson seconded, to *approve **Resolution No. R-025-2020 In the Matter of the Families First Coronavirus Response Act; and, Adopting a Temporary Emergency Policy.*** **Motion carried.**

Geographic Information System (GIS)

Commissioner Thompson moved, Marshall seconded, to *approve Resolution No. R-026-2020 In the Matter of Creating Adams County Position No. 2000 – Geographic Information System (GIS) Director; Adopting the Job Description; Establishing the Compensation Level; and, Creating a Department for Geographic Information Systems (GIS).* **Motion carried.**

Integrated Health Care Services

Commissioner Marshall moved, Thompson seconded, to *authorize the Chairman to sign Agreement 20ASO2405, Amendment #2, with Spokane County, a political subdivision of the State of Washington, by and between Spokane County Regional Behavioral Health (SCRBH), a Division of Spokane County Community Services, Housing, and Community Development Department (CSHCD), (hereinafter “CSHCD SCRBH”), and Contractor identified as Adams County Integrated Health Care Services for additional funding of \$5,000 for a total contract award of \$131,914 for the period April 1, 2020 through December 31, 2020. Motion carried.* (Agreement adds Trueblood Misdemeanor Diversion (TMD) funds.)

Consent Agenda

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

Preliminary minutes of April 20, 2020

April 1 – 15, 2020, Payroll in the amount of \$438,985.39; and, Benefits in the amount of \$94,647.10 (Warrant # Series 532049-532061; Direct Deposit # Series 62717-62891; Benefit/Deduction # Series 1151640-1151649)

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	1191 – 1212	\$ 4,418.44
0015E	1213	\$ 2,921.68
104	1214 – 1217	\$ 5,387.91
117	1218	\$ 5,591.25
123	1219 – 1220	\$ 78.82
322	Hand Pays	\$ 12,000.00

502	1221 – 1222	\$ 253.57
108	496	\$ 2,636.50
115	497 – 503	\$586,557.35
401	504 – 509	\$ 52,500.09
501	510 – 515	\$ 2,772.86
590	516 – 538	\$ 23,031.57
	TOTAL	\$698,150.04

[11:08:17 AM](#)

Executive Session

At 11:10 a.m. the Board recessed in to Executive Session for twenty (20) minutes under RCW 42.30.110(1)(i) – “...to discuss with legal counsel representing the agency litigation or potential litigation...”. Present were Prosecutor Flyckt; Civil Deputy Prosecuting Attorney Barden; Public Works Director O’Brien; and Engineer Yaeger.

At 11:30 a.m. the Board reconvened from Executive Session. No action taken.

At 11:30 a.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; Civil Deputy Prosecuting Attorney Barden; Public Works Director O’Brien and Engineer Yaeger.

At 11:35 a.m. the Board reconvened from Executive Session. No action taken.

Recess @ 12:00

Reconvene @ 1:00 p.m.

Departmental Forum

The Board met with elected officials and department heads regarding the continuing closure of courthouse facilities. The meeting was held in the public works conference room from 1:30 p.m. until 2:30 p.m. Items discussed included:

- An update of new Adams County cases
- Protective barriers for courthouse offices
- A main entrance with measures to be taken upon reopening
- Court operations
- Martin Hall Juvenile facility concerns during pandemic
- Letter to Governor Inslee stating county concerns

- Recommendations will be solicited from Health Officer Dr. Brzezny regarding reopening procedures and possible policies

The consensus of the group was to extend the closure of county facilities until May 18, 2020 to allow time for protective barriers to be installed in offices that currently do not have such protection.

[3:07:14 AM](#)

Resolution No. R-027-2020

Commissioner Marshall moved, Thompson seconded, to *approve Resolution No. R-027-2020 In the Matter of Extending the Closing of County Facilities for All Non-Emergent 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.* This closure shall remain in effect until May 18, 2020, or until further order of the Board.

[3:09:16 PM](#)

Permanent Minutes Signed

April 13, 2020

Correspondence Received

Barrett J. Scudder, Attorney re: Public Defender Quarterly Report for 1st Quarter, 2020

Adjournment @ 3:25 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-024-2020
ORDER OF BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON

IN THE MATTER OF DECLARATION OF HAZARDOUS FIRE CONDITIONS

WHEREAS, Adams County is experiencing weather conditions that are contributing to unusual fire conditions, and the potential for large and catastrophic fires exists that may be a threat to life and cause damage or destruction to homes, businesses, orchards/farmlands and natural resources. **WHEREAS**, the potential for damage to homes and businesses, orchards/farmland and natural resources is high.

WHEREAS, upon consultation with the Adams County Fire Marshal; Fire Districts; the Department of Natural Resources (DNR); Department of Ecology (DOE); and, with the National Weather Service having recently issued a fire weather watch for Adams, Douglas and Grant Counties, it is hereby declared that hazardous situations exist between June and September.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

Section #1: It is hereby declared that a hazardous situation exists and that actions involving various county and other local agencies must be taken to help alleviate threats and damages.

Section #2: Due to hazardous fire conditions existing in Adams County there is established a burn ban by the Commissioners on outdoor burning of combustible materials in the county.

Combustible materials may include, but are not limited to, outdoor burning of yard waste and non-emergent agricultural burning.

Section #3: The Adams County burn restriction does not affect fires at State or Federal campgrounds in approved devices (check for state or federal bans); agricultural burning such as the burning of field crop residue and orchard tear out residue; and, weed abatement by state or federal irrigation districts, provided the burning is permitted and conducted in accordance with the Washington Department of Ecology. (For more information on agricultural burning, contact the Adams County Fire Marshal's office, local Adams County Fire Districts and the Department of Ecology directly.)

Section #4: Exempt Recreational Fires:

The use of gas or charcoal fired barbecues is allowed:

The Adams County Commissioners, Adams County Fire Marshal and/or the Fire District Chief may allow a recreational fire exemption during times when outdoor burning fires are prohibited providing:

This exemption will only apply to those improved private recreational areas located within Adams County.

Recreational fires shall not be conducted within twenty five (25) feet of a structure or combustible material. Conditions which could cause a fire to spread within twenty five (25) feet of a structure or combustible material shall be eliminated prior to ignition. Recreational fires shall be no larger than three feet in diameter and shall not be associated with any debris, yard, or garden clean-up.

Attendance:

Open burning, camp fires, or recreational fires shall be constantly attended until the fire is completely extinguished. The attendant shall have some form of fire-extinguishing equipment such as a shovel and dirt, sand, class A fire extinguisher, water barrel, garden hose, or water truck sufficient to extinguish the fire and available for immediate use.

Section #5: Definitions:

Open Burning: The burning of materials wherein the products of combustion are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber. Open burning does not include road flares, smudge pots and similar devices associated with safety or occupational uses typically considered open flames or recreational fires. For the purpose of this

definition, a chamber shall be regarded as enclosed when, during the time combustion occurs, only apertures, ducts, stacks, flues or chimneys necessary to provide combustion air and permit the escape of exhaust gas are open.

Recreational Fire: An outdoor fire burning material, other than rubbish, where the fuel being burned is not contained in an incinerator; outdoor fireplace; or barbecue grill and is contained within a three (3) feet or less diameter concrete or steel ring no less than eight (8) inches in height and has a total fuel area of three (3) feet or less in diameter and two (2) feet or less in height for pleasure, religious, ceremonial, cooking, warmth or similar purposes.

Section #6: The Adams County Fire Marshal may grant campgrounds or special events an exemption to a burn ban upon application to the Adams County Fire Marshal and the payment of a processing fee in the amount of sixty-five dollars (\$65.00) per hour with a minimum of one (1) hour. Any exemption shall contain such conditions as the Fire Marshal and Fire District deem necessary to mitigate the concerns for extreme fire hazard. Such exemptions and conditions shall be in writing and included in the exemption permit issued by the Fire Marshal's Office. A copy of the permit shall be prominently posted at the burning site. An exemption permit issued by the Fire Marshal shall satisfy the requirements for the Fire District where the property is located.

Section #7: Violations:

The performance of any act prohibited by this resolution shall be considered a violation subject to the provisions of Adams County Code Title 1.16 "**General Penalty**".

1.16.010 Designated.

A. Any person violating the provisions of or failing to comply with the mandatory requirements of any ordinance of Adams County is guilty of a misdemeanor. Except in cases where a different punishment is prescribed by ordinance, any person convicted of a misdemeanor under the ordinances of Adams County shall be punished by a fine not to exceed one thousand dollars or by imprisonment not to exceed ninety days, or by both such fine and imprisonment.

B. A person is guilty of a separate offense for each and every day that a violation of any provision of the ordinances of Adams County is committed, continued or permitted by the person, and he may be punished accordingly.
(Ord. O-2-91 § 1)

Section #8: This burn ban is effective June 1, 2020 and will continue to be enforced until official notice is made rescinding the burn ban by the Board of Commissioners for Adams County, Washington.

Dated this 27th day of April, 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-025-2020

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

**IN THE MATTER OF THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT; AND,
ADOPTING A TEMPORARY EMERGENCY POLICY**

WHEREAS, the federal Families First Coronavirus Response Act, an economic stimulus plan to address the impact of the COVID-19 pandemic, became effective April 1, 2020; and,

WHEREAS, the above mentioned act requires certain employers to provide their employees with emergency paid sick leave and expanded family and medical leave for specified reasons related to COVID-19; and,

WHEREAS, Adams County must adopt a temporary emergency policy providing for the implementation of this law;

THEREFORE BE IT HEREBY RESOLVED that the attached Families First Coronavirus Response Act policy is hereby adopted; and

BE IT FURTHER RESOLVED that the terms of this policy will be in effect from April 1, 2020 through December 31, 2020.

DATED this 27th day of April, 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-026-2020

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

**IN THE MATTER OF CREATING ADAMS COUNTY POSITION NO. 2000 –
GEOGRAPHIC INFORMATION SYSTEM (GIS) DIRECTOR; ADOPTING THE JOB
DESCRIPTION; ESTABLISHING THE COMPENSATION LEVEL; AND, CREATING A
DEPARTMENT FOR GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

WHEREAS, a need has been presented for the creation of a Geographic Information System (GIS) program to collaborate with county departments/offices to identify and meet GIS needs county-wide; and,

WHEREAS, there was concurrence that a Geographic Information System program director, employed by Adams County, will ensure the efficiency and effectiveness of the department through the development and administration of program functions, policies, and procedures; and

WHEREAS, Adams County is desirous of creating a Geographic Information System (GIS) department to plan, organize coordinate; and provide technical expertise to departments related to the day to day implementation, maintenance, and operation of GIS throughout the county.

THEREFORE BE IT HEREBY RESOLVED as follows:

Position Created and Adopted – **Geographic Information System (GIS) Director**
Position Number – **2000**
Salary Range – **Management Salary Schedule – M1**
Department – **Geographic Information System (GIS) Department** supervised by the Board of Commissioners

DATED this 27th day of April, 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-027-2020

IN THE MATTER OF EXTENDING THE CLOSING OF COUNTY FACILITIES FOR ALL NON-EMERGENT 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

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

WHEREAS, Resolution No. R-019-2020 was adopted March 16, 2020 ordering the closure of county facilities, for a minimum of fourteen (14) days, for all non-emergent business and visits, directing the 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; and

WHEREAS, Resolution No. R-027-2020 was adopted March 30, 2020 extending the closing of county facilities; and,

WHEREAS, to protect the health and safety of the public and reduce the possible exposure to COVID-19 it is necessary to extend the closure until May 18, 2020.

THEREFORE, BE IT HEREBY RESOLVED by the Adams County Board of Commissioners:

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, and to operate on reduced hours.
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 continue with enactments of emergency measures as set forth in Washington State Supreme Court Order 25700-B-602, and subsequent orders of such Court.
4. This order shall be deemed effective the close of business on April 30, 2020, and shall remain in effect until May 18, 2020, 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.

DATED this 27th day of April, 2020.

ATTEST:

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

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

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