

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

June 15, 2020
(Monday)

Call to Order @ 8:30 a.m.

Present:

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

Fireworks Stand Permit

The Board provided **consensus authorization for the Chairman to sign Washington State Fireworks Retail Sales Permit Application, to Traci Walker/Steve Gardner, Colfax, Washington, to operate a fireworks sales stand located at 2105 W. Bench Road, Othello, for fireworks sales from June 28, 2020 through July 5, 2020.**

[9:31:13 AM](#)

E-911

Commissioner Thompson moved, Marshall seconded, to *authorize the Chairman to sign Contract #E21-006 between Washington State Military Department and State Enhanced 911 Funds and Adams County in the amount of \$439,777 for the period July 1, 2020 through August 15, 2021, to provide reimbursement for approved and incurred coordinator professional development and basic service operating expenses; and, the Signature Authorization form.* **Motion carried.**

[9:42:02 AM](#)

[10:04:14 AM](#)

Public Works

Public Works Director O'Brien and Engineer Yaeger provided the weekly update on the following:

- Road Maintenance – crews are mowing, hauling gravel; and grading certain gravel roads
- Solid Waste – construction of the recycle building at Bruce Transfer Station is progressing

- Engineering – the Deal Road paving project is progressing with an expected completion date of early July; the Atkinson Road project is going out for advertisement with bid opening set for July 13, 2020.

Atkinson Road Project – CRP-190

Adams County Engineer Scott Yaeger filed, per RCW 36.77.010, the Contract Plans and Provisions for Adams County Road Project CRP-190 Atkinson Road Project.

Weiler W530A Road Widener

Director O'Brien provided a presentation of the "Weiler W530A Road Widener" that the Public Works Department recently rented to determine the feasibility of benefits of the machine to Adams County. Details of the widener were reviewed.

Avista Service Agreement

Public Works Director O'Brien reviewed Avista Electric Service Extension Agreement, #E33770, in the amount of \$14,360.65 between Avista Utilities and Adams County for a new service to run power to the new recycle building located at 504 Lucy Road, Othello. Board **consensus authorized Director O'Brien to sign Avista Agreement #E33770 on behalf of Adams County.**

[10:52:54 AM](#)

[11:00:00 AM](#)

Odessa Ground Water Replacement Project

Michele Kiesz, Jake Wollman, and Mark Booker met with the Board to provide an update on OGWRP and requested the prosecutor guide them on what they should or should not be doing. Presented was a list of OGWRP landowner issues and a whistleblower report to the State Auditor's Office Citizen Hotline regarding East Columbia Basin Irrigation District.

The group has been compiling information for over five years on issues that have been ongoing which they have been unable to resolve with the district. They were advised by their attorneys to speak with the Adams County Board of Commissioners, as well as the prosecutor, regarding matters which they believe to be criminal.

Prosecutor Flyckt noted, while sympathetic, he has very limited ability in this situation because, by state law, prosecutors represent the county legislative officers further noting the ECBID is an independent municipal corporation and the prosecutor does not represent them.

Additionally, the ECBID election process was reviewed with Kiesz reporting that she is assisting Representative Mary Dye in writing an ethics bill that will hopefully be included in an election bill to bring about a change in the irrigation district election process.

[12:09:00 AM](#)

Recess @ 12:15 p.m.

Reconvene @ 1:00 p.m.

[1:32:09 PM](#)

Finance Committee

The Finance Committee session was called to order at 1:32 p.m. Present in addition to Treasurer Meise was Auditor Hunt; Chairman Hartwig; Vice-Chairman Thompson; Commissioner Marshall; Public Works Director O'Brien; Prosecutor Flyckt; Civil Attorney Barden; and, Human Resource Manager Perez.

Auditor Hunt presented the Adams County Annual Financial Report for review prior to submitting to the State Auditor's Office for year ending 2019. Due to COVID-19 the annual reporting deadline was extended to June 17, 2020.

Treasurer Meise reviewed State Revenue Distribution as of May 31, 2020. Sales and use tax totals were reviewed with an 11% increase from last year with Meise noting new construction was responsible for that; and, monies received in May are March collections by the Department of Revenue. Additionally, Meise noted a potential impact of a 20-30% future decrease in collections in sales and use tax. The county will not see the actual impact of COVID-19 collections until August, 2020.

Property tax collections through May, 2020 were reviewed.

Investment rates were reviewed as well as the effect of the COVID-19 pandemic on federal fund rates.

The Finance Committee adjourned at 2:07 p.m.

[2:07:10 PM](#)

[2:30:17 PM](#)

Human Resources

Human Resource Manager Perez reviewed salary structure proposals for non-represented hourly employees and management. Additionally, longevity; annual leave, sick leave, and boot allowance (applicable to public works department) were reviewed as well as the financial impact of each. Perez proposed all positions on the current scale remain as

currently designated with the exception of the billing clerk position in the IHCS department with that position re-designated to range 8 for internal equity.

Perez presented a grid for the management schedule with the added ranges of M7 and M8, noting a comprehensive study of management positions in other counties has not been completed, adding positions should be paid comparable to the market place looking at the scale as a whole. Perez further noted the exempt salary schedule may also need to be reviewed, however, at this time she does not have the data.

Longevity, annual leave, and sick leave with a trade in and cash out clause are provisions that Public Works Director O'Brien brought forward and is already included in bargaining units. Perez would like the above provisions to apply to all non-represented hourly employees.

Perez presented a new scale for the non-represented hourly employees that mirrors the courthouse bargaining unit scale in compensation for that group.

O'Brien agreed with the salary scale proposed by Perez, noting it is within pennies of his proposal.

Board consensus authorization was provided to Human Resource Manager Perez to prepare necessary resolutions for proposed salary schedules as well as longevity, annual leave, and sick leave proposals for formal adoption on Monday, June 22, 2020. Public Works Director O'Brien will bring forth proposed Exempt Employee and Management schedules at a later date.

Additionally present were Auditor Hunt; Payroll Deputy Bowman; Public Works Director O'Brien; Prosecutor Flyckt and Civil Attorney Barden.

Permit Technician

The Permit Technician position, and the difficulty the Building and Planning Department is having hiring for the position, was reviewed. Human Resource Manager Perez noted that it is a represented position. Prosecutor Flyckt requested data on comparables.

[3:28:44 PM](#)

[3:45:19 PM](#)

Resolution No. R-033-2020

Commissioner Marshall moved, Thompson seconded, to *approve Resolution No. R-033-2020 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 through the close of business on July 15, 2020, or until further order of the Board.

On-Site Sewage Systems

Commissioner Marshall moved, Thompson seconded, to *approve Resolution No. R-034-2020 In the Matter of Adopting Adams County Health Department's Policy Regarding On-Site Sewage Systems; and, to authorize the Chairman to sign the Adams County On-Site Sewage System Policy.* **Motion carried.**

Department of Commerce Contract No. 20-6541-001 (Coronavirus Relief Funds)

Commissioner Thompson moved, Marshall seconded, to *authorize the Chairman to sign System Access Request Form to allow Patricia J. Phillips, Clerk of the Board, to access the CMS portal, on behalf of Adams County, to view and/or submit information regarding Interagency Agreement Contract No. 20-6541-001 between Washington State Department of Commerce and Adams County.* **Motion carried.**

Consent Agenda

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

Preliminary minutes of June 8 and 10, 2020

May 16 – 31, 2020, Payroll in the amount of \$438,339.87; and, Benefits in the amount of \$230,509.30 (Warrant # Series 532091-532106; Direct Deposit # Series 63243-63417; Benefit/Deduction # Series 1152278-1152287

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	1671 – 1709	\$ 19,184.05
0018H	1710	\$ 700.49
103	1711 – 1716 (-1715)	\$ 597.20
104	1717 – 1725	\$ 4,243.55
106	1726	\$ 10.56
114	1727	\$ 500.00
117	1728	\$ 6,415.00
123	1729 – 1730	\$ 1,189.00
131	1731	\$ 1,851.60
166	1732 – 1739	\$ 1,866.59
322	1740	\$ 3,000.00
502	1741 – 1745	\$ 1,975.06
108	760	\$ 123.35
115	761 – 771	\$353,286.45
321	772	\$ 43,344.72
401	773 – 779	\$108,747.33
501	780 – 786	\$ 6,478.90
590	787 – 801	\$ 8,603.80
	TOTAL	\$562,117.65

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Permanent Minutes Signed

June 1 and 3, 2020

Correspondence Received

Autumn Fielding, President, CWAT (Citizens Want Action Today) re: rapid reopening

Office of Financial Management re: preliminary April 1, 2020 population estimates

Notice of Marijuana License Application re: Gorge Grown Farms, LLC, 1199 W. Cunningham Road, Suite I, Othello

Jake Wollman Jr., Warden Hutterian Brethren re: current economic state of affairs from the viewpoint of Hutterian community

Adams County Noxious Weed Control Board re: Minutes of February 11, 2020 and Agenda for June 9, 2020

Adjournment @ 4:30 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-033-2020

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-020-2020 was adopted March 30, 2020 extending the closing of county facilities; Resolution No. R-027-2020 was adopted April 27, 2020 further extending the closing of county facilities; and, Resolution No. R-029-2020 was adopted May 15, 2020 further extending the closing of county facilities; and, Resolution No. R-031-2020 was adopted May 26, 2020 further 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 through the close of business on July 15, 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 June 16, 2020, and shall remain in effect through July 15, 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 15th day of June, 2020.

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

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

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

RESOLUTION NO. R-034-2020

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

**IN THE MATTER OF ADOPTING ADAMS COUNTY HEALTH DEPARTMENT'S
POLICY REGARDING ON-SITE SEWAGE SYSTEMS**

WHEREAS, the Rules and Regulations of the Adams County Health Department provide a policy as required under WAC 246-272A; and,

WHEREAS, pursuant to the authority of RCW 70.05.060, the attached regulations are hereby established as minimum requirements of the Adams County Board of Health governing on-site sewage disposal systems; and

WHEREAS, WAC 246-272A governs on-site sewage disposal systems as now written or as it may be hereafter amended and this resolution supplements those rules.

THEREFORE BE IT HEREBY RESOLVED the Board of Commissioners for Adams County, Washington adopt in its entirety, as a rule and regulation of this Board of Health, the current Adams County Health Department Recommended Standards and Guidance for Pressure Distribution Policy as attached hereto.

DATED this 15th day of June, 2020.

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

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