

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

September 14, 2020
(Monday)

The meeting was held virtually via GoToMeeting

Call to Order @ 8:30 a.m.

Present:

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

Meeting Cancellation

The regular meeting scheduled for Wednesday, September 16, 2020 is cancelled. Press will be notified.

[9:00:20 AM](#)

Economic Development

Economic Development Director McFadden provided updates on various economic development activities in Adams County.

The disbursement process of CARES funding to local businesses and non-profit organizations was reviewed with McFadden noting that once the selection process is complete, Adams County Development Council will submit a request for Adams County CARES Act funds and upon receipt, will disburse the funding to selected applicants. McFadden presented qualifications of Jody Opheim, a grant consultant to assist with the administration of Adams County Coronavirus Relief (CARES Act) funding.

Additionally, McFadden reported that the state CDBG program has allocated \$117,000 in grant funds to Adams County. The funds are required to go to a community action organization that provides services to low and moderate income residents. The grant information was forwarded to an inactive county email address and therefore, the county was not made aware of the funds in a timely manner. The deadline to apply was September 3, 2020, however the CDBG program will allow the funds to be

made available to Adams County due to the miscommunication. The Board provided **consensus authorization for Economic Development Director McFadden to notify the CBDG program that it is the desire of Adams County to apply for the funds and to move forward in the process.**

[9:39:32 AM](#)

[9:39:38 AM](#)

Geographic Information System (GIS)

GIS Director Stolsig updated the Board on his current activities and future goals of the department. Mrs. Stolsig requested and received consensus authorization to work the hours of 7:00 a.m. to 3:30 p.m. with a half hour lunch period; and, to schedule Ritzville meetings for early morning or late afternoon; traveling directly to Ritzville from his home in the morning and directly to his home from Ritzville in the afternoon; altering the mileage accordingly when using his personal vehicle.

[10:00:41 AM](#)

[10:00:46 AM](#)

Public Works

Public Works Director O'Brien reported on maintenance, noting due to unhealthy air quality as a result of smoke, the department is limiting employee exposure as much as possible; solid waste, reporting on recycling activity and the progress of the recycle building project. Additionally, O'Brien provided updates on the courthouse office barriers and the boiler project.

Engineer Yaeger provided updates on the Atkinson Road project and the McKinney Road paving project. The department is also working on a bridge structure project for re-decking.

Sheriff's Substation (Othello)

Public Works Director O'Brien reviewed bids for fencing of the sheriff's substation impound yard as follows:

Northwest Fence Co. Spokane Valley, WA	\$63,719.65
Fencing and Awning Moxee, WA	\$68,092.30

Engineer Estimate: \$55,260.72.

Based on the recommendation of the Public Works Department, the Board provided **consensus authorization for the Public Works Department to begin the process of entering in to a contract with Northwest Fence Company, Spokane Valley, Washington.**

State Route 17

Public Works Director O'Brien, along with staff, reviewed State Route 17 intersections in Adams County, providing the Board with a review of improvements the department feels will improve safety. Comments of the Public Works Department will be forwarded to the Washington State Department of Transportation in the hopes of sparking a discussion of future improvements to better enhance safety.

[10:52:26 AM](#)

Recess @ 11:50 a.m.
Reconvene @ 1:00 p.m.

[1:04:29 PM](#)

Sheriff's Department

Sheriff Wagner, along with Undersheriff Coronado, notified the Board that all employees were tested for COVID-19 pursuant to an order from the Washington State Department of Health. Wagner noted there are no inmates that are COVID-19 positive at this time.

The Department of Health recommended the addition of air purifiers in the jail as well as barriers for attorney/client interactions. The Board provided **consensus authorization for the purchase of four (4) air purifiers at a cost of \$1,000 each; and, two (2) barriers at a cost of \$500 each.** CARES Act funding will be utilized for the purchases.

[1:26:26 PM](#)

[1:33:30 PM](#)

Finance Committee

The Finance Committee session was called to order at 1:33 p.m. Present in addition to Treasurer Meise was Auditor Hunt; Chairman Hartwig; Vice-Chairman Thompson; Commissioner Marshall; Prosecutor Flyckt; Civil Deputy Attorney Barden; and, Human Resource Manager Perez.

The following items were reviewed:

- State Revenue Distribution – Sales and Use Tax increased 45% in August, 2020 over August, 2019.

- Property Taxes – Actual collections through August, 2020 is 59% of total billed.
- October 2nd Half Taxes – Extensions will not be granted automatically, extensions will be considered on a case by case basis.
- Investments – today's rate is a 31% reduction from July, 2020.
- Agency Investments – the average interest rate is 2.27% as of August 31, 2020.

Additionally discussed was the temporary closure of the local Ritzville branch of US Bank; and the proposed Spokane Teachers Credit Union (STCU) acquisition of Umpqua Bank branches in Ritzville, Othello, Medical Lake and Coulee City.

2019 Federal and Financial Audit

Auditor Hunt reported the 2019 federal and financial state audit is complete and currently in the review process. There are no findings that Hunt is aware of at this time. Public Works Director O'Brien joined the conversation to discuss the need for a county-wide procurement policy to be drafted and adopted by the Board prior to the end of this year.

Cost allocation plans were reviewed during the accountability audit as well as county vendors.

2021 Preliminary Budget

Auditor Hunt presented the preliminary 2021 Current Expense revenue estimates and expenditure requests.

The Finance Committee adjourned at 2:31 p.m.

[2:31:01 PM](#)

CARES Act Funding

The Board provided **consensus authorization to expend \$300,000 of Adams County Coronavirus Relief funds to provide assistance in the retention of local businesses and non-profit organizations through the Adams County Development Council.**

[3:14:45 PM](#)

Consent Agenda

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

Preliminary minutes of September 8, 2020

August 16 – 31, 2020 Payroll in the amount of \$470,947.81; and, Benefits in the amount of \$240,664.60 (Warrant # Series 532217-532236; Direct Deposit # Series 64314-64499; Benefit/Deduction # Series 1153790-1153800

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	2706 – 2716	\$ 32,548.94
103	2717 – 2720	\$ 4,134.59
104	2721 – 2731	\$ 9,409.81
123	2732 – 2735	\$ 14,478.37
130	2736	\$ 60.21
502	2737 – 2738	\$ 1,822.01
108	1220 – 1221	\$ 38.19
115	1222 – 1237	\$ 51,518.17
401	1238 – 1243	\$ 12,162.50
501	1244 – 1251	\$ 16,646.53
590	1252 – 1264	\$ 7,444.04
	TOTAL	\$150,263.36

[3:15:02 PM](#)

Permanent Minutes Signed

August 31, 2020

Correspondence Received

Adams County Noxious Weed Control Board re: Minutes of June 9, 2020 and Agenda for September 8, 2020

Adjournment @ 3:15 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