

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

October 19, 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

[9:00:20 AM](#)

Geographic Information Systems

GIS Director Stolsig updated the Board on departmental activities. Stolsig presented a quote from DLT Solutions, LLC, Herndon, Virginia for an AutoCAD LT 2021 ELD Annual Subscription. Stolsig will forward the contract to Attorney Barden for review prior to Board approval.

[9:21:34 AM](#)

[10:00:12 AM](#)

Public Works

Public Works Director O'Brien provided updates on gravel road maintenance, noting harvest is progressing in Lind and Othello, however, decreasing in Ritzville. Crews will be moving into winter mode soon, winterizing equipment and preparing for deicing programs.

Additionally, O'Brien noted the road widener was delivered on Wednesday; the solid waste baler is operational; and quotes are due today for paving of the Sheriff's substation impound yard.

Atkinson Road

Paving was completed on Friday of last week with lines scheduled to be striped on Wednesday of this week. The road is expected to be open by the last week of October.

Rodeo Lake

Director O'Brien reported water is leveling out on both the north and south side of Rodeo Lake, noting a more permanent solution will be designed later this winter or early spring.

[10:35:54 AM](#)

Interlocal Agreement Between the City of Othello and Adams County Regarding RCW 39.34.180

Prosecutor Flyckt reviewed the proposed Interlocal Agreement, regarding RCW 39.34.180, between Adams County and the City of Othello. The Board provided **consensus authorization for Prosecutor Flyckt to finalize the Agreement and forward to the City of Othello for approval.**

[11:15:07 AM](#)

Human Resources/Public Works

Human Resources Manager Perez previously reported on comparables averaged across different counties in the exempt and management salary schedules with a proposal for Adams County to build their own scale to fit within those comparables.

The management salary schedule was reviewed with the potential for a three step system. The proposed schedule begins with a six step system which may be shortened to a five step system; and, depending on the level of professionalism at the time of hire, it can be shortened to a three step system. Additionally, a six step salary schedule system was reviewed for exempt employees which could be shortened to a five step system.

The following items are necessary to proceed:

1. Approval from the Board to use the proposed scales;
2. Current employees will be placed at the correct range based on their comparable average; and
3. Current employees will be placed at the appropriate step within that range.

The Board provided **consensus** authorization to proceed based on the proposed salary schedules for exempt and management positions with another meeting scheduled for Monday, October 26, 2020 to further the discussion of where current positions are to be placed on the agreed upon scales.

[12:03:54 PM](#)

Recess @ 12:05 p.m.

Reconvene @ 1:07 p.m.

[1:15:59 PM](#)

Human Resources/Economic Development

Human Resources Manager Perez presented the finalized Economic Development Director job description for approval. It was noted that an Economic Development department was not established once the position was no longer under the umbrella of the Public Works department. A resolution was presented to approve the modified job description as well as establishing an Economic Development department.

The Board noted a desire to advertise for the position with a first review of applicants occurring November 16, 2020.

Additional discussion involved continued economic development activities necessary moving forward.

Director McFadden provided an update on the windfarm project. The last rotor will be installed this week, marking fifty seven (57) towers completed. A virtual dedication of the facility is being scheduled.

[2:12:57 PM](#)

Budget Workshop – Auditor

Auditor Hunt reviewed the 2021 preliminary budget for Funds #105A; #210; #107; #120; #136; #137; and, #105.

[3:27:23 PM](#)

Sheriff's Substation Impound Yard Project (Othello)

Engineer Yaeger reported, after requesting proposals for a paving project at the Sheriff's Substation impound yard, one (1) proposal was received from Granite Construction Company, Yakima, Washington in the amount of \$23,400.

Based on the recommendation of the Public Works Department, Commissioner Marshall moved, Thompson seconded, to *move forward utilizing the proposal from Granite Construction Company, Yakima, Washington, in the amount of \$23,400 for the Sheriff Substation Parking Lot Project (Othello)*. **Motion carried.** A contract will be brought before the Board for approval.

[3:31:58 PM](#)

[3:37:23 PM](#)

Deed of Sale

Commissioner Marshall moved, Thompson seconded, to *authorize the Chairman to sign Quit Claim Deed, Settlement Statement, and Real Estate Excise Tax Affidavit, to convey and quit claim to Adams County Fire Protection District No. 6, in consideration for the sum of eleven dollars and ninety cents (\$11.90) for Parcel No.: 1637010500208.* **Motion carried.**

Economic Development

Commissioner Thompson moved, Marshall seconded, to *approve Resolution No. R-051-2020 In the Matter of Creating a Department for Economic Development; Changing the Position Number; and, Modifying the Job Description for the Same.* **Motion carried.**

Lease Agreement with Tangelz Hair Salon

Commissioner Marshall moved, Thompson seconded, to *approve the Lease Agreement between Adams County and Tangelz Hair Salon for the space located at 445 E. Cedar, Suite B, Othello, Washington, for a term beginning October 1, 2020 through August 31, 2021, automatically renewing for one (1) year periods, not to exceed ten (10) total years.* **Motion carried.**

Public Defender Contract

Commissioner Thompson moved, Marshall seconded, to *approve the 2021-2025 Adams County Indigent Defense Contract between Adams County and Madel and Smith, P.L.L.C.; Law Office of Barrett Scudder, P.S.; Law Office of Chris Bajalcaliev, P. S.; Law Office of Brandon West, P.S.; and, Law Office of Van Valkenburg James, P.S. for the period commencing January 1, 2021 and ending December 31, 2025 for total compensation of \$487,500 for 2021; \$500,000 for 2022; \$512,500 for 2023; \$525,000 for 2024; and, \$537,500 for 2025.* **Motion carried.**

Consent Agenda

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

Preliminary minutes of October 5 and 7, 2020

Preliminary minutes of October 12 and 14, 2020

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	3065 – 3100	\$ 81,489.01
0013	3101 – 1303	\$ 1,352.96
106	3104 – 3106	\$ 2,616.16
114	3107	\$ 350.00
116	3108	\$ 19,036.39
122	3109 – 3113	\$ 13,228.30
502	3114 – 3116	\$ 1,157.88
108	1413 – 1414	\$ 3,127.54
115	1415 – 1423	\$239,633.58
321	1424 – 1425	\$126,008.46
401	1426 – 1430	\$ 54,854.64
501	1431 – 1435	\$ 5,030.93
590	1436 – 1453	\$ 15,237.01
	TOTAL	\$563,122.86

[3:44:35 PM](#)

Adjournment @ 3:46 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-051-2020

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

IN THE MATTER OF CREATING A DEPARTMENT FOR ECONOMIC DEVELOPMENT; CHANGING THE POSITION NUMBER; AND, MODIFYING THE JOB DESCRIPTION FOR THE SAME

WHEREAS, the position responsible for economic development functions in Adams County was initially established within the Public Works Department; and

WHEREAS, that position was removed from the supervision of the Public Works Department and the position number was not changed; and

WHEREAS, it was unintentionally overlooked to formally create an Economic Development Department; and

WHEREAS, the Board of County Commissioners is desirous of establishing an Economic Development Department to be administered by the Economic Development Director;

THEREFORE BE IT HEREBY RESOLVED, that an Economic Development Department supervised by the Board of County Commissioners is hereby established; and

BE IT FURTHER RESOLVED that the Economic Development Director continues to be responsible for managing the operations of the Economic Development Department; and

BE IT FURTHER RESOLVED that the Economic Development Director position number is hereby changed from 1112 to 2100; and

BE IT FURTHER RESOLVED that the job description for Position No. 2100 – Economic Development Director is hereby modified to accurately reflect the required duties of said position.

DATED this 19th day of October, 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