

## COMMISSIONERS' PROCEEDINGS

Adams County Courthouse  
Ritzville, Washington  
Regular Meeting

November 9, 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

[9:00:13 AM](#)

**Public Hearing – CARES Act Community Development Block Grant (CDBG-CV1)**

It being the time of 9:00 a.m., and the place set for the public hearing to inform Adams County citizens of the availability of funds and eligible uses of the state Community Development Block Grant (CDBG) and the county's intent to apply for funds, Commissioner Hartwig convened the public hearing.

No members of the public were present.

Chairman Hartwig provided an overview of the CARES Act Community Development Block Grant (CDBG-CV), noting the Washington State Department of Commerce will distribute CDBG-CV funds to eligible county governments for activities that prevent, prepare for, and respond to the coronavirus.

Consultant Jody Opheim reviewed the application process, noting the fully executed CDBG-CV contract will establish the end date, which may extend to June 30, 2022.

Hearing no public comment, Chairman Hartwig closed the hearing at 9:10 a.m.

[9:10:48 AM](#)

[9:35:10 AM](#)

### **Building and Planning**

Building and Planning Director Wiltse requested and received **consensus authorization to move forward in working with Attorney Barden to finalize a contract for the purchase of a video conferencing system (HPE My Room University – 100 person account) for the Building and Planning Department at a cost of \$1,656.**

[9:50:22 AM](#)

[10:00:13 AM](#)

### **Public Works**

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

- Maintenance – crews are working on culvert cleaning; gravel road maintenance; as well as preparing for snowfall.
- Solid Waste – An accident involving a solid waste contracted hauler occurred on Friday, November 6, 2020 on Highway 730. The driver attempted to avoid a boulder from a landslide and rolled, putting both the tractor and trailer on their side. The driver did not sustain injuries, however the contractor owned tractor was a total loss, the county owned trailer is being evaluated for damages.
- Sheriff's Impound Yard – The yard has been painted and striped, fencing posts are installed, the project is expected to be completed November 20, 2020.
- Rodeo Lake – The lake level is dropping, the beavers continue to create an issue with damming.
- Bridge Inspections – Under bridge inspections will be completed next week.

Additionally, Engineer Yaeger provided a status report on the Atkinson Road project as well as the Booker Road/SR26 Intersection Safety project.

[10:24:52 AM](#)

[11:41:11 AM](#)

### **Deal Road Widening/Surfacing and Deal #1 Project (CRP-189)**

Commissioner Marshall moved, Thompson seconded, to *authorize the Chairman to sign updated Local Agency Federal Aid Project Prospectus for Deal Road Widening/Surfacing & Deal Road #1; and, Local Agency Agreement Supplement No. 3 between Adams County and Washington State Department of Transportation for Deal Road Widening/Surfacing & Deal Road #1 (CRP-189). Motion carried.*

**Adams County Grievance Policy and Procedure**

Commissioner Marshall moved, Thompson seconded, to *approve Resolution No. R-054-2020 In the Matter of Adopting Adams County Grievance Policy and Procedure.* **Motion carried.**

**Consent Agenda**

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

Preliminary minutes of November 2 and 4, 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	3258 – 3289	\$ 30,669.58
001	Hand Pays	\$400,000.00
0015E	3290	\$ 250.01
106	3291 – 3293	\$ 2,172.60
114	3294	\$ 90.00
166	3295 – 3306	\$ 2,764.52
502	3307 – 3316	\$ 8,998.13
115	1532 – 1542	\$ 4,391.38
401	1543 – 1546	\$ 1,451.30
501	1547	\$ 280.99
590	1548 – 1556	\$ 20,224.67
	TOTAL	\$471,293.18

[11:44:17 AM](#)

**Recess @ 12:00**

**Reconvene @ 1:00 p.m.**

**Budget Workshop – Public Works**

Budgets for 2021 were reviewed for the following funds under supervision of the Public Works Director:

#401 Solid Waste: Projected revenues were reviewed; capital outlay items noted for 2021 include three (3) steel trailer replacements; one (1) loader; pavement repairs at both the Ritzville and Bruce transfer stations; and, yard improvements at both the Ritzville and Bruce transfer stations.

#590 ER&R: Projected 2021 capital outlay vehicle purchases were reviewed; revenue estimates were reviewed.

#115 County Road: Reviewed Jobbing and Contract Work; Maintenance; Administration; and, Operations. A countywide crushing project in the amount of \$1,700,000 was budgeted. County road capital projects were reviewed.

Additionally, proposed changes to the management and exempt salary schedules as they relate to public works employees were discussed.

**Permanent Minutes Signed**

October 26 and 28, 2020

**Correspondence Received**

State of Washington Department of Labor and Industries, Division of Occupational Safety and Health re: Results of Inspection #317960827 (Adams County Sheriff's Office – Ritzville)

**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-054-2020**

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

**IN THE MATTER OF ADOPTING ADAMS COUNTY GRIEVANCE POLICY AND  
PROCEDURE**

**WHEREAS**, Adams County has performed a review of existing policies; and

**WHEREAS**, the Board is desirous of establishing a policy for anyone who wishes to file a grievance relating to the provision of services, activities, programs, and/or benefits by Adams County.

**THEREFORE BE IT HEREBY RESOLVED** the attached Grievance Policy and Procedure is hereby adopted.

**DATED** this 9<sup>th</sup> day of November, 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