

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

November 30, 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

[9:30:19 AM](#)

Integrated Health Care Services

Integrated Health Care Services Director Guse requested a review of the salary of Alex Igbinoba, Information System Technician, in her department. Guse noted the position is more of a network administrator and would like the salary placed at Range 4 or 5 of the Exempt Employee Salary Schedule. No action was taken pending further consideration.

[9:34:51 AM](#)

[10:00:13 AM](#)

Public Works

Public Works Director O'Brien provided the weekly update on:

Road Maintenance – working on drainage, culvert cleaning, snow staking, and blading as weather permits

Solid Waste – the Bruce transfer station is operating winter hours, steel and cardboard recycling is ongoing

Operations & Maintenance – fire extinguishers in county buildings are being tested this week

Adams County Fairgrounds – Avista Utilities has not been able to assess improvements to primary power poles, etc. at the fairgrounds. It may be early 2021 before they are able to provide an assessment. It was noted the Othello Fair Board has made the decision to wait until 2021 to discuss an agreement between the Othello Fair Board and Adams County.

Additionally, various engineering projects were reviewed through the end of the year as well as moving forward in 2021.

Atkinson Road Project (CRP-190)

Commissioner Thompson moved, Marshall seconded, to *approve Pay Estimate #3/Final to Inland Asphalt Paving Company, Richland, Washington, in the amount of \$255,788.28 for the period October 1, 2020 through October 22, 2020 for the Atkinson Road Project (CRP-190).*

Motion carried.

Sheriff's Substation Impound Yard Project #90-2022

Commissioner Marshall moved, Thompson seconded, to *approve Pay Estimate #1/Final to Granite Construction Company, Yakima, Washington, in the amount of \$26,044.80 for the period October 29, 2020 through October 29, 2020 on the Othello Sheriff Parking Lot Project #90-2022.*

Motion carried.

Annual Road Construction Program

Engineer Yaeger reviewed the Annual Road Construction Program.

[11:04:37 AM](#)

Recess @ 11:50 a.m.

Reconvene @ 1:00 p.m.

[1:30:06 PM](#)

Human Resources

Human Resource Manager Perez reviewed the proposed Exempt Employee and Management Salary Schedules, noting the impact to each employee will not be the same with increases varying dramatically depending on where the employees are currently placed on the schedules. Additionally, should the Board proceed with the new schedules, it will need to be decided if the individual employee anniversary dates will remain the same. Commissioner Hartwig feels anniversary dates should remain as they currently are. Perez will move forward, sharing her information with Auditor Hunt for any modifications to be incorporated into the 2021 budget.

Perez reported the overtime threshold is increasing in 2021, noting two employees will fall below the new threshold by a minimal amount making them eligible for overtime compensation. Commissioner Marshall suggested the departments affected be notified and prepare for such in the upcoming budget.

The Board provided **consensus authorization for Perez to notify affected departments to prepare for the potential of overtime in their 2021 budget.**

Perez requested a progress update on the Boards' evaluation of applications for the Economic Development Director position. The Board noted it is their intent to have the position filled prior to the end of the year and will review their schedule to see if that is a possibility.

[2:00:01 PM](#)

[2:00:06 PM](#)

2021 Adams County Budget

It being the time of 2:00 p.m. and the place set for the public hearing to consider the 2021 Adams County Budget, Chairman Hartwig convened the public hearing.

Public Works Director O'Brien and Auditor Hunt were present. No public comment was provided.

Chairman Hartwig recessed the hearing at 2:03 p.m. to reconvene per legal notice on Monday, December 7, 2020.

[2:03:11 PM](#)

Building and Planning

The Board provided **consensus authorization for the Chairman to sign Customers' Authorization to Purchase, Authorization to Invoice and Acceptance of Terms between Hewlett Packard Enterprise MyRoom Organization, San Jose, California, and Adams County, for HPE MyRoom University 100 Person video conferencing system in the amount of \$1,656.** The system will be utilized in the Building and Planning Department.

[2:30:44 PM](#)

CDBG CV-1

Jody Opheim, Opheim Consulting, appeared remotely to review the CDBG-CV1 grant application noting her opinion is that of the Board's position, that the majority of the grant should provide sustenance payments to benefit Adams County citizens. Discussions are ongoing with Opportunities Industrialization Center (OIC) to contract with Adams County to administer the funds, with a fee of \$57,000 currently proposed to provide sub-recipient services for the \$117,089 grant. Ms. Opheim is researching other options for disbursement of the funds, suggesting a follow up meeting with OIC to discuss the fee. At this time, the application has not been submitted to Commerce. No action was taken pending further discussion.

[2:43:49 PM](#)

[3:58:43 PM](#)

Adams County Public Sector Service Contract

Commissioner Marshall moved, Thompson seconded, to *approve the Adams County Public Sector Service Contract, Addendum No. 3, between Adams County and Adams County Development Council (ACDC) for a one time increase in ACDC's compensation of four hundred thousand dollars (\$400,000) provided by the county's share of Federal CARES Act funding, for the purpose of delivering emergency small business and non-profit assistance.* **Motion carried.**

Consent Agenda

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

November 1 – 15, 2020 Payroll in the amount of \$455,313.48; and, Benefits in the amount of \$94,702.88 (Warrant # Series 532301-532313; Direct Deposit # Series 65254-65443; Benefit/Deduction # Series 1155170-1155179

[4:02:21 PM](#)

Permanent Minutes Signed

November 16 and 18, 2020

Correspondence Received

Superior Court Judge Steve Dixon re: Management
Reclassification for Juvenile Court Administrator

City of Ritzville, Clerk Flyckt re: Ordinance No. 2144 Ad Valorem
Taxes Upon Property in 2021

Adjournment @ 4:02 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