

## COMMISSIONERS' PROCEEDINGS

Adams County Courthouse  
Ritzville, Washington  
Regular Meeting

January 4, 2021  
(Monday)

*The meeting was held virtually via GoToMeeting.*

### **Call to Order @ 8:30 a.m.**

#### **Present:**

Chairman Dan C. Blankenship  
Vice-Chairman Jay R. Weise

#### **Absent:**

Commissioner Terrance J. Thompson

#### **Designations**

Commissioner Weise moved, Blankenship seconded, to *appoint Commissioner Blankenship Chairman and Commissioner Weise Vice-Chairman, on a temporary basis with permanent appointments decided upon Commissioner Thompson's return to office.* **Motion carried.**

#### **Sheriff's Department**

Sheriff Wagner requested and was provided consensus authorization to purchase two (2) laminating machines for the Sheriff's department in the amount of \$7,000.

[9:30:17 AM](#)

#### **Rezoning Application**

Building and Planning Director Wiltse reported the Adams County Planning Commission held a public hearing on an application to rezone County Parcel No. 2529090210002 Rural Residential (RR) to Residential (R-1). Wiltse noted the application has been approved by the Planning Commission and will now come before the Board of Commissioners for consideration.

Upon review of the final rezoning documents the Board will set a date for a public hearing for the Planning Commission to formally present their findings and recommendation.

[9:43:10 AM](#)

[10:00:03 AM](#)

### **Public Works**

Public Works Director O'Brien provided the weekly report on road maintenance, noting road restrictions are being put in place today in certain areas.

Director O'Brien reviewed operations in the solid waste department; Adams County Fairgrounds; as well as maintenance of county facilities. Additionally, O'Brien reviewed future projects.

County Engineer Yaeger reviewed two major projects that were completed last year on Deal and Atkinson Roads. Projects scheduled for this year include Lind-Hatton #5; Highway 26/Booker Road Intersection Safety project; Booker Road overlay; and, the 2021 County-wide Crushing project.

Additionally, Director O'Brien provided a review of prior county bridge replacement funding discussions relating to the expansion of the East Low Canal.

### **Sheriff's Impound Yard Fencing Project**

Commissioner Weise moved, Blankenship seconded, to *approve Pay Estimate No. 1/Final to Northwest Fence Company, Spokane Valley, Washington, in the amount of \$59,290.60 for work completed November 11, 2020 through November 20, 2020 on the Sheriff's Impound Yard Fencing Project.* **Motion carried.**

[10:50:32 AM](#)

[11:30:16 AM](#)

### **Integrated Health Care Services**

Commissioner Weise moved, Blankenship seconded, to *authorize the Chairman to sign the following contracts as presented:*

- *Agreement 21ASO2483 with Spokane County, a political subdivision of the State of Washington, by and between the Spokane County Regional Behavioral Health (SCRBH), a division of Spokane County Community Services, Housing, and Community Development Department (CSHCD), (hereinafter "CSHCD*

*SCRBH”) and Contractor identified as Adams County Integrated Health Care Services for a total contract award of \$111,957 for the period January 1, 2021 through December 31, 2021.*

- *Crisis Agreement #19ASO2295, Amendment #6, with Spokane County, a political subdivision of the State of Washington, by and between the Spokane County Regional Behavioral Health (SCRBH), a division of Spokane County Community Services, Housing, and Community Development Department (CSHCD), (hereinafter “CSHCD SCRBH”) and Contractor identified as Adams County Integrated Health Care Services for the period October 1, 2020 through December 31, 2021.*

**Motion carried.**

[11:44:08 AM](#)

**Recess @ 11:45 a.m.**

**Washington State Association of Counties Virtual Assembly**

At 12:00 p.m., until 1:00 p.m., Commissioners Blankenship and Weise participated in a Washington State Association of Counties (WSAC) Virtual Assembly on the pending COVID-19 Emergency Relief Package.

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

[1:30:04 PM](#)

**Payroll/Human Resources**

Human Resource Manager Perez and Payroll Deputy Bowman met with the Board to request clarification on the new salary schedules approved by resolution December 21, 2020. Perez noted the payroll department requires a document that effectively authorizes a deviation from past practice and the personnel policy. The previous Board authorized salary increases. However, the authorizing resolutions specified salary ranges without the step placement designated. Payroll Deputy Bowman noted a resolution clarifying the step placements of each individual previously approved for an advancement needs to be in place for her to move forward. Additionally, Bowman reviewed the process of assigning anniversary dates as they apply to employees moving within classifications.

Perez presented a *draft* resolution that effectively authorizes payroll to move forward with affected employees’ step placement along with anniversary dates.

The Board deferred action until such time a discussion may be held with Public Works Director O'Brien to better understand the process by which decisions were made by the previous Board. Perez encouraged discussion with Judge Benzel also as an incumbent's salary increase in her department deviated from policy. Follow up meetings were scheduled for Wednesday, January 6, 2021 with Director O'Brien and Judge Benzel, respectively.

[2:24:32 PM](#)

### **Executive Session**

At 2:30 p.m. the Board entered into Executive Session to last sixty (60) minutes under RCW 42.30.110(1)(i) – "... to discuss with legal counsel representing the agency litigation or potential litigation...". Present were Prosecuting Attorney Flyckt and Civil Deputy Prosecuting Attorney Barden.

At 3:25 p.m. the Board reconvened from Executive Session. No action taken.

### **Resolution No. R-001-2021**

Commissioner Weise moved, Blankenship seconded, to *approve Resolution No. R-001-2021 In the Matter of Creating Adams County Building Department Fund #112. Motion carried.*

### **Resolution No. R-002-2021**

Commissioner Weise moved, Blankenship seconded, to *approve Resolution No. R-002-2021 In the Matter of Transferring Finds from Current Expense Fund #001 to Adams County Building Department Fund #112. Motion carried.*

### **Consent Agenda**

Commissioner Weise moved, Blankenship seconded, to *approve the Consent Agenda. Motion carried.*

Preliminary Minutes of December 21, 2020

December 1 – 15, 2020 Payroll in the amount of \$461,553.05; and, Benefits in the amount of \$96,565.42 (Warrant # Series 532338-532359; Direct Deposit # Series 65620-65800; Benefit/Deduction # Series 1155788-1155797

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	3939 – 3965	\$ 10,817.60
0013	3966	\$ 2,372.28
104	3967 – 3985	\$ 12,846.15
106	3986 – 3987	\$ 1,025.63
122	3988 – 3990	\$ 230.65
123	3991	\$ 784.00
502	3992 – 3996	\$ 994.01
108	1809 – 1810	\$ 3,474.92
115	1811 – 1819	\$ 6,210.01
401	1820 – 1826	\$ 46,296.28
501	1827 – 1831	\$ 3,247.49
590	1832 – 1856	\$ 30,359.99
	TOTAL:	\$118,659.01

**Correspondence Received**

Notice of Marijuana License Application re: Assumption dba Loaded Soda, 1199 W. Cunningham Road, Suite A, Othello  
 Sonny Perdue, Secretary, United States Department of Agriculture re: Primary and Contiguous Disaster Designations (copy of letter sent to Jay Inslee, Washington State Governor)  
 Notice of Marijuana License Application re: Assumption dba Radar Ridge Farms, LLC, 362 Michel Lane, Suite B, Othello  
 Mark Booker re: Vacant East Columbia Basin Irrigation District (ECBID) Director, Division 1 Board Position Appointment  
 Jake Wollman, Jr. and Paul Wollman, WHB Trust re: Vacant East Columbia Basin Irrigation District Director Position  
 John C. Hyer re: Vacant Director Position on the East Columbia Basin Irrigation District Board  
 Eli Stahl, Treasurer, Stahl Farms Trust re: Vacant East Columbia Basin Irrigation District Director Position  
 John Stahl, Trustee, Stahl Trust re: Vacant East Columbia Basin Irrigation District Director Position  
 Randy and Michele Kiesz re: ECBID Vacant Board Position 1 – Nomination for Mark Booker  
 Brian R. Kiesz re: Nomination for Mark Booker for the District Position #1 Vacancy on the East Columbia Basin Irrigation District (ECBID)

Bernie Erickson re: ECBID Vacant Board Position 1

**Adjournment @ 3:30 p.m.**

Submitted:

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

Edited and Approved:

BOARD OF COUNTY COMMISSIONERS  
ADAMS COUNTY, WASHINGTON  
s/Dan C. Blankenship, Chairman  
s/Jay R. Weise, Vice-Chairman  
-absent-  
Terrance J. Thompson, Commissioner

**RESOLUTION NO. R-001-2021**

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

**IN THE MATTER OF CREATING ADAMS COUNTY BUILDING DEPARTMENT FUND  
#112**

**WHEREAS**, the Adams County Building Department issues building permits for building projects in Adams County; and

**WHEREAS**, a fee is collected by the Adams County Building Department for each building permit issued; and

**WHEREAS**, the Revised Code of Washington (RCW) 82.02.020 restricts the use of building permit fees to processing of building permit applications, inspecting and reviewing plans and/or preparing detailed (environmental) statements; and,

**WHEREAS**, it is necessary to account for building permit fee revenues and expenditures in a separate fund due to the restrictive nature of said fees.

**THEREFORE, BE IT HEREBY RESOLVED**, effective January 4, 2021, Adams County Building Department Fund #112 is hereby created and all permit fees and building department revenues shall be deposited in to Fund #112; and, expenditures related to the processing and inspecting of building projects shall be paid from Fund #112.

**DATED** this 4th day of January, 2021.

BOARD OF COUNTY COMMISSIONERS  
ADAMS COUNTY, WASHINGTON  
s/Dan Blankenship, Chairman  
s/Jay R. Weise, Vice Chairman  
-absent-  
Terrance J. Thompson, Commissioner

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

**RESOLUTION NO. R-002-2021**

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM CURRENT EXPENSE FUND  
#001 TO ADAMS COUNTY BUILDING DEPARTMENT FUND #112**

**WHEREAS**, Adams County Building Department Fund #112 was established by the Adams County Board of Commissioners by Resolution No. R-001-2021 on January 4, 2021; and

**WHEREAS**, the Revised Code of Washington (RCW) 82.02.020 restricts the use of building permit fees to processing of building permit applications, inspecting and reviewing plans and/or preparing detailed (environmental) statements; and

**WHEREAS**, building permit fees have historically been deposited to Current Expense Fund #001; and,

**WHEREAS**, building permit fees from prior years deposited to Current Expense Fund #001 remain unspent; and

**WHEREAS**, in order to account for revenues and expenditures separately, due to the restrictive nature of building permit fee revenue, the balance of unspent building permit revenue fees currently deposited in Current Expense Fund #001 shall be transferred to Adams County Building Department Fund #112; and

**WHEREAS**, the balance of building permit fees in Current Expense Fund #001, as of December 31, 2020, exceeds \$300,000; and

**WHEREAS**, the current Building and Planning Department within the Current Expense Fund will reconcile the 2020 year end expenditures of the department to the revenue and determine the balance of building permit fee revenue remaining in Current Expense Fund #001; and

**WHEREAS**, upon reconciliation of revenues and expenditures, building permit fee revenue remaining in Current Expense Fund #001 will be transferred to Adams County Building Fund #112; and

**WHEREAS**, Adams County Building Department will require funds for payroll and operating activities in January, 2021.

**THEREFORE, BE IT HEREBY RESOLVED** that One hundred thousand and no/100 (\$100,000) is to be transferred from Current Expense Fund #001 to Adams County Building Fund #112.

**DATED** this 4th day of January, 2021.

BOARD OF COUNTY COMMISSIONERS  
ADAMS COUNTY, WASHINGTON

s/Dan Blankenship, Chairman

s/Jay R. Weise, Vice Chairman

-absent-

Terrance J. Thompson, Commissioner

ATTEST:

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