

## COMMISSIONERS' PROCEEDINGS

Adams County Courthouse  
Ritzville, Washington  
Regular Meeting

January 11, 2021  
(Monday)

*The meeting was held via GoToMeeting.*

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

### **Present:**

Chairman Dan C. Blankenship  
Vice-Chairman Jay R. Weise  
Commissioner Terrance J. Thompson

### **Addition to Agenda:**

Approval of December 16 – 31, 2020 Payroll and Benefits

### **Permit Technician Position**

Building and Planning Director Wiltse, along with Human Resource Manager Perez, reviewed the Permit Technician *draft* job description. Perez reviewed the process followed when presented to the previous board, noting this is a represented position, therefore, any modifications to the job description will need to be reviewed by the Association. Additionally, required certification of a successful applicant and the time to complete the same was discussed. The Board will review the job description, once Perez has made requested revisions, with a follow-up meeting scheduled for Monday, January 25, 2021 at 1:30 p.m. for final consideration prior to forwarding to the Association for their comments.

### **Rezone Application – Pintail Properties, LLC**

Building and Planning Director Wiltse presented final documents related to an application to rezone County Parcel No. 2529090210002 Rural Residential (RR) to Residential (R-1). The proposal includes rezoning approximately 14.5 acres of existing multifamily dwellings from legal non-conforming to conforming status consistent with county code.

The Board set Monday, February 1, 2021 at 1:30 p.m. in Room 202 of the Adams County Courthouse, Ritzville, for Director Wiltse to formally present

the Planning Commissions' recommendation to the Board.

[10:00:12 AM](#)

### **Public Works**

Public Works Director O'Brien provided the weekly update on road maintenance; solid waste; and facilities. Engineer Yaeger provided an overview of proposed 2021 road construction projects.

Countywide crushing project sites were reviewed.

### **County Wide Crushing Project**

Commissioner Weise moved, Thompson seconded, to *approve Resolution No. R-003-2021 In the Matter of Crushing and Stockpiling Mineral Aggregate for County Road Project #ERP-801 with the total appropriated County Road funding of \$1,700,000 for the above-mentioned project. Motion carried.*

### **Salary Schedules**

Director O'Brien reviewed salary schedules regarding the step placement and anniversary dates of employees in the public works department, noting step placements of the assistant public works director; county engineer; and, public works director were adjusted as well as the anniversary dates for all applicable positions that were redesignated.

[10:54:36 AM](#)

[11:03:43 AM](#)

### **Human Resources**

Human Resource Manager Perez clarified with the Board information necessary for the preparation of a resolution relating to the designation of exempt and management employees' initial step placement and date of next increase. The Board provided **consensus authorization for Perez to move forward with preparing a resolution for final consideration.**

[11:19:59 AM](#)

### **Executive Session**

At 11:20 a.m. Chairman Blankenship announced the Board would recess into Executive Session for twenty (20) 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 11:40 a.m. the Board reconvened from Executive Session. No action taken.

**Recess @ 12:00**

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

[1:30:28 PM](#)

**E-911**

Coordinator Fode reported the state notified her office of additional funding available and requested counties submit projects. Fode submitted a proposal of four towers, eight monitors and keyboards at a cost of \$14,278, noting the state approved her request. Board **consensus authorized Fode to purchase the equipment at a cost of \$14,278 with reimbursement to come from the state.**

[1:48:05 PM](#)

**Levy Distribution out of Current Expense**

Treasurer Meise placed on file a detail of the breakdown for the dedicated tax dollar amounts per assessed valuation for 2021 as follows:

#001 Current Expense tax collar calculation	\$4,175,959
#117 Developmental Disabilities	- 51,629
#104 IHCS Mental Health	- 8,000
#107 Veterans' Relief	- 881
Total Calculated Tax Levy Current Expense	\$4,115,449

[2:05:34 PM](#)

**Resolution No. R-004-2021**

Commissioner Weise moved, Thompson seconded, to *approve Resolution No. R-004-2021 In the Matter of Designating Exempt and Management Employee Initial Step Placement and Date of Next Step Increase.* **Motion carried.**

**Consent Agenda**

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

Preliminary minutes of January 4 and 6, 2021

December 16 – 31, 2020 Payroll in the amount of \$479,718.37; and, Benefits in the amount of \$242,606.22 (Warrant # Series 532360-532372; Direct Deposit # Series 65801-65989; Benefit/Deduction # Series 1155923-1155933

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	4017 – 4069	\$ 49,690.56
0017	4070	\$ 59,290.80
103	4071 – 4075	\$ 3,057.07
103A	4076 – 4077	\$105,205.88
104	4078 – 4083	\$ 9,121.66
116	4084	\$ 4.43
122	4085 – 4087	\$ 443.74
130	4088	\$ 205.19
166	4089 – 4091	\$ 563.34
502	4092 – 4099	\$ 9,592.14
108	1857	\$ 24.00
115	1858 – 1864	\$ 3,569.71
301	1865	\$ 9,379.19
321	1866	\$ 2,588.07
401	1867 – 1871	\$ 9,891.22
501	1872 – 1880	\$ 5,369.81
590	1881 – 1896	\$ 35,620.02
	TOTAL:	\$303,616.83

[2:07:32 PM](#)

### **Correspondence Received**

Carson Valkenburg, Attorney re: Public Defender Quarterly Report for 3<sup>rd</sup> Quarter, 2020

Carson Valkenburg, Attorney re: Public Defender Quarterly Report for 4<sup>th</sup> Quarter, 2020

John C. Hyer, Chair, EL 22.1 Landowner Association re: Support of Mark Booker for Vacant East Columbia Basin Irrigation District Director Position

Washington Defender Association; Washington Association of Criminal Defense Lawyers; and, Washington State Office of Public Defense re: State v. Houston-Sconiers

### **Adjournment @ 2:20 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/Terrance J. Thompson, Vice-Chairman  
s/Jay R. Weise, Commissioner

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF ADAMS COUNTY,  
WASHINGTON

In the matter *Crushing and Stockpiling* ) *County Road* Project  
*Mineral Aggregate* ) Resolution No. R-003-2021 No. ERP-801

IT IS HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS that it is their intention to *crush and stockpile mineral aggregate for road maintenance in various county owned sites.*

Length of Project N/A miles. Width of Roadbed N/A feet. Surface N/A feet.  
Type and depth of Surfacing: *N/A*  
Estimated date of beginning: *January, 2021*  
Estimated date of completion: *December, 2021*

BE IT FURTHER RESOLVED that the foregoing proper road fund is hereby appropriated the sums in the following detail.

Preliminary Engineering	County Road Fund
Right of Way	\$ 5,000
<u>Items of Work</u>	
Contract	\$1,665,000
Construction Engineering	<u>\$ 30,000</u>
Total	\$1,700,000

The county road purpose herein described is HEREBY DECLARED to be a public necessity and the County Road Engineer is HEREBY ORDERED AND AUTHORIZED to report and proceed thereon as by law provided.

BE IT FURTHER RESOLVED that this purpose to be performed by *contract* in accordance with the Standard Road and Bridge Specifications of the State of Washington as adopted by this Board.

Adopted this 11th day of January, 2021.

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

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

**RESOLUTION NO. R-004-2021**

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

**IN THE MATTER OF DESIGNATING EXEMPT AND MANAGEMENT EMPLOYEE  
INITIAL STEP PLACEMENT AND DATE OF NEXT STEP INCREASE**

**WHEREAS**, on December 21<sup>st</sup>, 2020, the Board of County Commissioners adopted Resolution No. R-066-2020 adopting the 2021 budget; and

**WHEREAS**, on December 21<sup>st</sup>, 2020, the Board of County Commissioners adopted Resolution No. R-068-2020 adopting new salary schedules for exempt and management employees; and

**WHEREAS**, on December 21<sup>st</sup>, 2020, the Board of County Commissioners additionally adopted Resolution No. R-069-2020 and Resolution No. R-070-2020 redesignating certain exempt and management positions on those new scales; and

**WHEREAS**, Resolution No. R-068-2020 indicates “the step placement of incumbents in positions classified on these salary schedules on January 1, 2021 will be as outlined in the adopted 2021 budget”; and

**WHEREAS**, Resolution No. R-069-2020 and Resolution No. R-070-2020 indicate “the step placement of incumbents in these positions on January 1, 2021 will be as outlined in the adopted 2021 budget”; and

**WHEREAS**, Resolution No. R-066-2020 inadvertently did not include applicable initial step placement of existing incumbents as had been indicated, therefore not accomplishing the step placement of existing incumbents of positions referenced in Resolution No. R-068-2020, Resolution No. R-069-2020, and Resolution No. R-070-2020;

**THEREFORE, BE IT HEREBY RESOLVED** that in order to give effect to the previous resolution of the Board of County Commissioners and make initial step placement that the Board

deems fair and equitable, the step placement of existing incumbents as of January 1, 2021 is as follows:

EMPLOYEE NAME	STEP PLACEMENT	DATE OF NEXT STEP INCREASE
Janet Bowman	EE3 Step 4	01/01/2022
Patricia Phillips	EE3 Step 5	07/01/2021
Andie Lorenz	M5 Step 6	-
Loren Wiltse	M6 Step 6	-
Lazaro Martinez	EE1 Step 4	01/01/2022
Cory Stolsig	M1 Step 1	08/17/2021
Amalia Perez	M3 Step 2	04/16/2021
Juan Garza	M1 Step 5	03/01/2022
Rachel Plager	EE1 Step 4	09/23/2021
Andrea Russell	EE7 Step 3	01/01/2022
Shannon Eddy	EE7 Step 2	01/01/2022
Robert Lehman	M5 Step 4	05/21/2021
K. Peter Palubicki	M7 Step 4	01/01/2022
Haley Roybal	EE1 Step 1	04/16/2021
Nick Williams	EE5 Step 1	01/01/2022
Vanessa Grimm	EE2 Step 1	01/01/2022
Angela Fode	EE4 Step 5	01/01/2022
Eloy Sanchez	EE3 Step 2	10/02/2021
Kristian Boness	M3 Step 6	-
Andrea Criste-Heider	EE3 Step 3	06/19/2021
Francisco Flores	EE4 Step 1	01/01/2022
Rebecca Koehn	EE4 Step 3	10/24/2021
Ashley Yerxa	EE4 Step 4	03/14/2021
Alex Igbino	EE5 Step 3	01/01/2022
Annette Fricke	EE6 Step 5	10/15/2021
Karen Abel	EE6 Step 5	01/01/2022
Yolanda Reyes	EE6 Step 4	03/21/2021
Crystal Watson	EE6 Step 1	11/06/2021
Thomas Van Fossen	EE6 Step 2	08/17/2021
Timm Taff	EE6 Step 6	-
Jessica Ozuna	EE6 Step 5	10/01/2021
Gloria Ochoa	EE6 Step 6	-
Karen Potts	EE7 Step 5	01/01/2022
Amanda Zepeda	M3 Step 5	12/05/2021
Vicki Guse	M6 Step 5	01/01/2022
Anthony Dailey	EE4 Step 5	01/01/2022
Dennis Sackmann	EE4 Step 6	-
Gary Kubik	EE4 Step 6	-
Donovan Williamson	EE5 Step 1	01/01/2022
Adam Labes	EE5 Step 2	01/01/2022
Dale Evens	EE5 Step 6	-
Mark Miller	EE6 Step 2	01/01/2022
Scott Kessler	EE6 Step 4	01/01/2022

Troy Reynolds	M4 Step 3	01/01/2022
Scott Yaeger	M8 Step 4	01/01/2022
Todd O'Brien	M9 Step 4	01/01/2022

**DATED** this 11<sup>th</sup> day of January, 2021.

ATTEST:

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

Approved as to form:  
s/Randy J. Flyckt, Prosecutor  
WSBA #29302

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