

## COMMISSIONERS' PROCEEDINGS

Regular Meeting  
Adams County Courthouse  
Ritzville, Washington

February 3, 2021  
(Wednesday)

*The meeting was held virtually via GoToMeeting.*

**Call to Order @ 9:00 a.m.**

**Present:**

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

**Public Services Building Remodel**

The Public Services Building office suites, vacated by the Building and Planning Department, were reviewed and allocation of the available space was discussed.

Present were Public Works Director O'Brien; Judge Benzel (remotely); Probation Manager Martinez (remotely); Court Administrator Melo (remotely); Prosecutor Flyckt; and, Facilities Manager Sackmann.

Public Works Director O'Brien provided background regarding the vacancy, noting there was movement to do a remodel for the probation officer. The project went out for bid, in early 2019, with a design for sectioning off the front area. All bids received were over estimate and rejected. In late October, 2020, a meeting was held in Othello to evaluate the space as well as occupancy. A budgeted amount of \$50,000 in is the 2021 budget as an in-house remodel, with \$60,000 budgeted for security upgrades.

O'Brien noted the building at 449 Cedar Street currently houses the Building and Planning, GIS, and Environmental Health departments and they are at capacity. The county owned building at 445 Cedar Street has office space and is available to house the Economic Development Department. O'Brien noted the process will begin with the idea of moving

the Economic Development Department to the vacant offices at 445 Cedar Street with further evaluation of the vacated offices at the Public Services building.

### **Executive Session**

At 9:52 a.m. Chairman Blankenship announced the Board would recess into Executive Session for eight (8) 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 Public Works Director O’Brien.

At 10:00 a.m. the Board reconvened from Executive Session. No action taken.

### **Human Resources**

Human Resource Manager Perez provided updates on the following:

- Economic Development position – Perez requested and received **consensus authorization to remove the position advertisement from the county website**. Additionally, Perez provided additional updates of economic processes in other counties.
- Salary Commission – Perez reported four current members have agreed to serve a second term.
- COVID-19 – Perez reported she was contacted by a Ritzville facility and told vaccines will be available in March. Perez requested direction from the Board regarding the notification of such to employees. Dr. Brzezny will be providing an update on COVID-19 next week and until such time, the Board noted that should employees have questions regarding the administration of the vaccine, they should consult their health care provider.

### **Canvassing**

Commissioner Blankenship left the meeting at 10:53 a.m. to attend a canvassing meeting returning to chambers at 11:45 a.m.

### **Payroll**

Commissioner Weise presented an issue whereby Sheriff Wagner placed one of his appointed position employees at the correct salary range, however, a step above what policy dictates and the payroll department is seeking direction in the matter. No action was taken pending further discussion.

**Recess @ 12:00**

**Reconvene @ 1:05 p.m.**

**Payroll**

Payroll Deputy Bowman, along with Auditor Hunt, discussed Sheriff Wagner's placement of an employee in the Sheriff appointed position of E-911 Coordinator in the correct range but an incorrect step on the salary scale; requesting Board clarification as to their direction in allowing the sheriff to have discretion in placing that employee in the first or second step as he chooses. Discussion ensued. Commissioner Weise moved, Thompson seconded to *allow, in this particular instance, authorization for the Sheriff to place the E-911 Coordinator at Steps 1 or 2 of their appropriate range.* **Motion carried.**

**Elections Equipment**

Auditor Hunt requested and received **consensus authorization to purchase an envelope opener from Opex Corporation, to be used in the elections office, in the amount of \$5,700.** The purchase was previously approved as a grant expenditure. However, the equipment was not delivered in a timely manner and was received after the grant term had expired.

**Auditor Workshop**

Auditor Hunt, along with Treasurer Meise, participated in a workshop to discuss economic development funding; the budget approval process; budgeting RCW's; and, the previous process. Additionally discussed were planning and scheduling of budget workshops as well as current expense Funds #005-#099.

**Adjournment @ 3:15 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