

## COMMISSIONERS' PROCEEDINGS

Adams County Courthouse  
Ritzville, Washington  
Regular Meeting

April 5, 2021

(Monday)

*The meeting was held virtually via GoToMeeting.*

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

**Present:**

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

**Public Works**

**Lind-Hatton Road Project #5 (CRP-185)**

Based on the recommendation of the Public Works Department, Commissioner Thompson moved, Blankenship seconded, to *award the bid for the contract of the Lind-Hatton Road Project #5 (CRP-185) to HLT Construction, Inc., Usk, Washington, as the lowest responsible bidder in the amount of \$426,794.48; and, to authorize the Chairman to sign Concurrence to Award. Motion carried with Thompson and Blankenship voting in favor; Weise abstained due to a conflict of interest.* The bid is 88.6% of the engineer's estimate of \$481,497.48.

**Title VI Non-Discrimination Agreement**

Commissioner Weise moved, Thompson seconded, to *authorize the Chairman to sign the Letter of Intent to Comply with WSDOT Title VI Plan, in lieu of adopting a Title VI Plan, Adams County agrees to comply with the WSDOT Title VI Plan. Motion carried.*

**Booker Road and SR26 Intersection Safety Project (CRP-193)**

Engineer Yaeger filed, pursuant to RCW 36.77.010, the Contract Plans and Provisions for Construction of Adams County Road Project CRP-193 – Booker Road and SR26 Intersection Safety Project.

**2021 Adams County Paint Products**

Public Works Director O'Brien reviewed bid tabulations for the purchase of paint products for the Public Works Department, noting Alpine Products, Auburn, Washington, was the low bidder for Rapid Dry Paint (Yellow) at a

cost of \$10.57 per gallon; and Rapid Dry Paint (White) at a cost of \$10.12 per gallon.

### **2021 Adams County Asphalt Products**

Public Works Director O'Brien reviewed bid tabulations for the purchase of asphalt products for the Public Works Department, noting Central Manufacturing, Inc., Moses Lake, Washington, was the low bidder for 3/8 minus PG 64-28 at a cost of \$59.00 per ton; and 1/2 minus PG 64-28 at a cost of \$55.00 per ton. Inland Asphalt Company, Richland, Washington, was the low bidder for Cold Mix at a cost of \$115.00 per ton.

### **Whitman County Interlocal Agreement**

Commissioner Weise moved, Thompson seconded, to *approve Interlocal Cooperation Agreement between Whitman County and Adams County for either party to provide labor, equipment and materials including contract, as requested by the other county, necessary for the completion of specific mutually agreed to specific tasks.* **Motion carried.**

### **Solid Waste**

Public Works Director O'Brien reported quotes have been received for litter cleanup at the Bruce Transfer Station with Othello Farm Labor the apparent low bidder at approximately \$1400. Workers will be brought in on a daily basis until work is completed. Additionally, Clean Earth is the apparent low bidder to dispose of Household Hazardous Waste (HHW) in both the Ritzville and Bruce transfer stations at approximately \$13,700 with eligibility for Local Solid Waste Financial Assistance (LSWFA) funding reimbursement.

### **Transportation Haul of Solid Waste Refuse**

Commissioner Weise moved, Thompson seconded, to *approve Resolution No. R-022-2021 In the Matter of Notice of Call for Bids for Transportation Haul of Solid Waste Refuse.* **Motion carried.**

Bid opening is set for Monday, April 26, 2021 at 10:15 a.m., in Room 202 of the Adams County Courthouse, Ritzville.

### **Facilities**

Public Works Director O'Brien reported a tentative date of May 3, 2021 for the roof repairs at the Public Services Building. Duress buttons and cameras were discussed with a proposed drawing of the Public Services Building remodel presented.

### **Official County Newspaper**

The Ritzville Adams County Journal submitted a bid for the period July 1, 2021 through June 30, 2022.

Pursuant to RCW 36.72.075 – “At its first April meeting, the county legislative authority shall let a contract to a legal newspaper qualified under this section to serve as the official county newspaper for the term of one year beginning on the first day of July following. If there be at least one legal newspaper published in the county, the contract shall be let to a legal newspaper published in the county...”.

Commissioner Weise moved, Thompson seconded, to *accept and award the bid for the Official County Newspaper for legal publication, pursuant to RCW 36.72.075, to Ritzville Adams County Journal for the period July 1, 2021 through June 30, 2022 at the bid price of \$9.00 per column inch if provided in a digital text document; a \$5.00 affidavit fee; a minimum charge of \$25.00 for all insertions and, a 10% surcharge on any .pdf or other format that requires typesetting.* **Motion carried.**

### **Executive Session**

At 11:21 a.m. Commissioner Blankenship announced the Board would recess into Executive Session for forty (40) 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 11:58 a.m. the Board reconvened from Executive Session. No action taken.

**Recess @ 12:00**

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

### **Human Resources**

Human Resource Manager Perez reviewed the timeline for evaluation of applications received regarding the Emergency Management Director position.

### **Long-Term Services and Supports Trust Program**

HR Manager Perez reviewed the criteria for benefit eligibility for the Long Term Services and Supports Trust Program, funded by employee contributions. Perez noted benefits are paid directly to the provider and individual benefits are \$36,500 as a lifetime benefit. Payroll deductions for the program will begin January 1, 2022 with benefits being payable under

the program January 1, 2025. The payroll system will need to be set up to deduct the premium (at this time 0.58%) of gross wages. Employees are automatically enrolled in this program. However, you are able to opt out if you have a long-term care policy in effect prior to an estimated date of July 24, 2021. Employees must apply directly to Washington State Employment Security Department to request an exemption from the program. This program is contingent on HB1323 passing. Perez will draft a memo to all staff explaining the program.

### **Washington State Paid Family and Medical Leave (PFML)**

A *draft* policy for the Washington Paid Family and Medical Leave (PFML) for Adams County employees was reviewed. Eligibility of the program was reviewed, payroll deductions started in 2019 and in 2020 employees became eligible for benefits.

It is the employee's responsibility to apply to the state for PFML benefits. It is not the responsibility of the employer to allow supplementation. Board **consensus was for the county not to supplement the PFML plan.** Civil Deputy Prosecuting Attorney Barden will introduce the *draft* policy to all bargaining units prior to county adoption.

### **Juvenile Department**

A letter was received from Judge Dixon regarding a reclassification of the Juvenile Court Administrative Assistant. HR Manager Perez provided background information on the salary placement of the position through the years. The Board directed Perez to request additional information from Judge Dixon to assist the Board in evaluating the reclassification request.

### **Emergency Management Director Position**

Commissioner Weise moved, Thompson seconded, to *approve Resolution No R-020-2021 In the Matter of Adopting the Modified Job Description for Position No. 1217 – Emergency Management Director.* Motion carried.

### **Integrated Health Care Services**

Commissioner Weise moved, Thompson seconded, to *authorize the Chairman to sign Crisis Agreement #19ASO2295, Amendment #7, 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 an increase of \$63,354 for a total contract award of \$396,981 the period April 1, 2021 through December 31, 2021. **Motion carried.**

### **IHCS Staffing**

Integrated Health Care Services Director Guse reported a resignation was received from the Peer Support Specialist in her department. Guse requested and received **consensus authorization to begin the process to fill the vacant Peer Support Specialist position.**

Additionally, Guse reported the Client Care and Housing Coordinator position in her department is vacant, noting she is not recruiting for the position at this time. Guse further noted she will come before the Board at a later date to request authorization to begin the process to fill the position.

### **Mental Health Professional/Designated Crisis Responder Position**

Commissioner Weise moved, Thompson seconded, to *approve Resolution No. R-021-2021 In the Matter of Adopting a Job Description for Position No. 512 – Mental Health Professional/Designated Crisis Responder and Reclassifying the Same.* **Motion carried.**

### **District Court Administrator Position**

Commissioner Weise moved, Thompson seconded, to *approve Resolution No. R-023-2021 In the Matter of Adopting the Modified Job Description for Position No. 709- District Court Administrator and Reclassifying the Same.* **Motion carried.**

### **Building and Planning**

The Board provided **consensus authorization for Building and Planning Director Wiltse to dispose of, or if possible, attempt to salvage for parts value for credit toward new equipment the following items:**

- **Inventory #12177 – computer connected to Canon printer;**
- **Inventory #12179 – Canon Image Prograf printer; and**
- **Inventory #12178 – Canon scanner.**

The Board provided **consensus authorization for Building and Planning Director Wiltse to convert to a value of \$500.00 or less the following items:**

- **Inventory #12171; #12172; #12173; #12174; and, #12175 – steelcase freestanding desks. Additionally, new departmental tags will be requested when it is determined which interchangeable parts will be used to create desks.**

**Consent Agenda**

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

Preliminary minutes of March 22, 24 and 29, 2021

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	899 – 940	\$26,042.57
103	941 – 942	\$ 555.60
103A	943 – 950	\$ 5,632.22
112	951 – 953	\$ 1,291.89
116	954	\$ 101.33
122	955	\$ 5,000.00
123	956 – 957	\$ 2,688.00
130	958	\$ 350.00
131	959 – 960	\$ 6,667.67
502	961 – 968	\$21,739.80
115	452 – 457	\$ 929.63
401	458 – 461	\$ 4,872.12
501	462 – 465	\$ 9,986.45
590	466 – 483	\$ 6,935.91
	TOTAL	\$92,793.19

Approval of **Resolution No. R-019-2021 In the Matter of Transferring Funds from Current Expense Fund #001 to Courthouse O&M Fund #501**

**Correspondence Sent**

The Honorable Mike Simpson re: Lower Snake River Dams

**Adjournment @ 3:31 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

**RESOLUTION NO. R-019-2021**

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM CURRENT EXPENSE FUND  
#001 TO COURTHOUSE O&M FUND #501**

**WHEREAS**, funds were allocated in the 2021 Current Expense Fund #001 for the operation of Courthouse O&M Fund #501; and

**THEREFORE, BE IT HEREBY RESOLVED** that One hundred fifty thousand and no/100 dollars (\$150,000) be transferred from Current Expense Fund #001 BARS 597.18.00.01 to Courthouse O&M Fund #501 BARS 397.18.30.00.

**DATED** this 5th day of April, 2021.

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

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

**RESOLUTION NO. R-020-2021**

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

**IN THE MATTER OF ADOPTING THE MODIFIED JOB DESCRIPTION FOR  
POSITION NO. 1217 – EMERGENCY MANAGEMENT DIRECTOR**

**WHEREAS**, job descriptions are periodically reviewed for accuracy; and

**WHEREAS**, the currently adopted job description for Position No. 1217 – Emergency Management Director does not effectively outline all of the required knowledge and abilities, desirable qualifications and abilities, and physical demands relevant to this position; and

**WHEREAS**, the currently adopted job description requires changes to properly outline the department that this position is in.

**THEREFORE BE IT HEREBY RESOLVED** that the job description for Position No. 1217 – Emergency Management Director is hereby modified to reflect accurate requirements of this position as set forth in the attached document.

**BE IT FURTHER RESOLVED** that the modified job description accurately reflects that this position is in the Emergency Management Department and receives supervision and guidance from the Board of County Commissioners only.

**BE IT FURTHER RESOLVED** that Position No. 1217 – Emergency Management Director will remain classified at Range M1 on the Adams County Management Salary Schedule.

**DATED** this 5<sup>th</sup> day of April, 2021.

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

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

**RESOLUTION NO. R-021-2021**

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

**IN THE MATTER OF ADOPTING A JOB DESCRIPTION FOR POSITION NO. 512 –  
MENTAL HEALTH PROFESSIONAL/DESIGNATED CRISIS RESPONDER AND  
RECLASSIFYING THE SAME**

**WHEREAS**, the position of Mental Health Professional was authorized within the Integrated Health Care Services Department by Resolution No. R-047-2017 as part of the Wraparound with Intensive Services (WISe) program; and

**WHEREAS**, a job description for the WISe Mental Health Professional was not formally adopted at that time; and

**WHEREAS**, the Mental Health Professional position outside of the WISe program functions as a Designated Crisis Responder and is classified on Range EE6 of the Adams County Exempt Employee Salary Schedule; and

**WHEREAS**, the demands of the WISe program make it prudent for the WISe Mental Health Professional position to also function as a Designated Crisis Responder; and



**WHEREAS**, it is appropriate to compensate all positions required to function as a Designated Crisis Responder on the same range.

**THEREFORE BE IT HEREBY RESOLVED** that the attached job description for Position No. 512 – Mental Health Professional/Designated Crisis Responder in the WISe program is hereby adopted.

**BE IT FURTHER RESOLVED** that this position is reclassified from Range EE5 to Range EE6 on the Adams County Exempt Employee Salary Schedule.

**DATED** this 5<sup>th</sup> day of April, 2021.

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

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

**RESOLUTION NO. R-022-2021**

**NOTICE OF CALL FOR BIDS  
Adams County Department of Public Works**

Notice is hereby given by the Board of Adams County Commissioners that sealed bids will be received at their office in the Courthouse in Ritzville, Washington, **until 10:15 a.m., Monday, April 26<sup>th</sup>, 2021** at which time and place they will be publicly opened and read for the transporting of Solid Waste Refuse from Adams County Transfer Stations to the Columbia Ridge Landfill site, located in Arlington County, Oregon.

Please identify bids on the outside of the envelope as:  
**“TRANSPORTATION HAUL OF SOLID WASTE REFUSE”**

Specifications and bid forms are available at the Adams County Public Works Department office, 210 W. Alder, Ritzville, Washington, 99169. Bids must be on the forms provided by the Public Works Department office and be attached to the County specifications.

Bidder shall submit bid in separate sealed envelope addressed to the Adams County Board of Commissioners, 210 W. Broadway, Ritzville, Washington 99169.

The Board of Adams County Commissioners reserves the right to reject any or all bids, to waive informalities or irregularities in the bids or in the bidding, if the best interest of Adams County will be served, or to accept the bid, which in their opinion serves the best interest of Adams County.

Bidders are advised that Adams County, being a municipal corporation, is exempt from Federal excise tax.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it

will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Dated this 5<sup>th</sup> day of April, 2021.

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

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

**RESOLUTION NO. R-023-2021**

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

**IN THE MATTER OF ADOPTING THE MODIFIED JOB DESCRIPTION FOR  
POSITION NO. 709 – DISTRICT COURT ADMINISTRATOR AND RECLASSIFYING  
THE SAME**

**WHEREAS**, job descriptions are periodically reviewed and updated for accuracy; and

**WHEREAS**, the currently adopted job description for Position No. 709 - District Court Administrator does not effectively outline all the supervision exercised and received by the position; and

**WHEREAS**, the currently adopted job description does not accurately provide that this position acts in a confidential capacity exempt from union representation; and

**WHEREAS**, the currently adopted job description requires changes to properly outline the supervision and confidential duties that are exercised in this position.

**THEREFORE BE IT HEREBY RESOLVED** that the attached job description for Position No. 709 – District Court Administrator is hereby adopted; and

**BE IT FURTHER RESOLVED** that this position is reclassified from Range I on the Courthouse Bargaining Unit Salary Structure to Range EE1 on the Adams County Exempt Employee Salary Schedule.

**BE IT FURTHER RESOLVED** that the attached job description and reclassification will become effective May 1, 2021.

**BE IT FURTHER RESOLVED** that the step placement and anniversary date of the existing incumbents as of May 1, 2021 is as follows:

EMPLOYEE NAME	STEP PLACEMENT	DATE OF NEXT STEP INCREASE
Jessica Melo	EE1 Step 2	05/01/2022
Cody Miller	EE1 Step 1	05/01/2022

**DATED** this 5th day of April, 2021.

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

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