

## **COMMISSIONERS' PROCEEDINGS**

**Adams County Courthouse  
Ritzville, Washington  
Regular Meeting**

**November 15, 2021  
(Monday)**

**Call to Order @ 8:36 a.m.**

**Present:**

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

**Consent Agenda Additions:**

- Approval of October 16 – 31, 2021 Payroll and Benefits
- Approval of Resolution No. R-051-2021 In the Matter of Transferring Funds from Capital Projects Fund #322 to Rodeo Lake Fund #301

**E-911**

E-911 Coordinator Shepherd requested and received **consensus authorization to purchase four (4) POLY CA22CD PTT bases from Headsetsdirect.com in the approximate amount of \$1800.00, for use in dispatch.**

**Corrections**

Jail Commander Williams reviewed Memorandum of Understanding Between the Adams County Board of Commissioners, the Association of Adams County Employees and Sheriff Dale Wagner Regarding a Wage Premium of Four Percent (4%) Corporal Specialty Designations. No action was taken pending discussion with the county legal department.

**Commercial Building – Adams County Fairgrounds**

The Board discussed a request from a non-profit group to assemble food baskets for the Othello area using the commercial building at the fairgrounds free of charge. No action was taken pending further discussion.

### **Human Resource Department**

Human Resource Manager Perez reviewed the following:

- Employee identification badges – Board **consensus authorized Perez to move forward in the process of purchasing an AlphaCard printer for badges**. A lamination module may be considered at a later date.
- Open enrollment will continue through the end of November.
- Over-time threshold increase will affect certain positions.
- Paid Family Medical Leave (PFML) rate will change 1/1/2022 – Perez is expecting additional information regarding rates.

### **Bid Opening – Farm Lease**

A bid opening was scheduled this day at 10:00 a.m. for the lease of county owned farm ground. There were no responsive bids received. As such, the bid process will be repeated. Bid opening is scheduled for December 13, 2021 at 10:00 a.m. in Room 202 of the Adams County Courthouse, Ritzville, Washington.

### **Public Works**

Public Works Director O'Brien and Engineer Yaeger provided the weekly update on the following:

- Road maintenance – gravel road maintenance; culvert cleaning in all three districts; grading with recent moisture; delineators are being placed on Booker Road, and, shoulder work was delayed on Schoonover Road due to rainfall last week.
- Solid waste – cardboard is being baled and shipped; electronics were shipped last week. The department is consulting with Environmental Health Director Taff for testing procedures for oil burned through the waste oil burner at Bruce. The Bruce Transfer Station will move to winter hours for public access (Tuesday, Thursday, Saturday), beginning the week of December 6, 2021.
- Engineering – bridge inspections are continuing through the month of November; work is necessary at Rodeo Lake; the county wide crushing project is in the final stage of reclamation at Marcellus, the last site; the Deal Road project is waiting on culverts.
- Warden Hutterian Brethren Franchise – the documents have been forwarded to the Hutterian Brethren for review prior to scheduling a public hearing on the matter.

- Operations & Maintenance – Facilities Manager Sackmann is working on the juvenile department upgrade as well as the boiler in the mechanic’s shop.
- Budget – budget figures are being finalized and will be forwarded to Auditor Hunt this afternoon.
- Staffing – O’Brien noted staffing issues due to unfilled positions.

### **Sanitary Sewer Easement**

Engineer Yaeger reviewed an existing private sanitary sewer line, constructed in the 1940’s, on Parcel #1935230551201, Ritzville, owned by Gary Kelley. The line runs between Adams and Washington Streets within the vacated alley. The alley was vacated by the City of Ritzville (year unknown) and the county purchased the entire block, including the vacated alley. Through various construction projects, the sewer line was damaged and went undetected until the property was purchased with the new owner requiring water and sewer. It was discovered, with the change of ownership, that it is unknown if an existing easement for the private sewer line exists.

It is the recommendation of the Public Works Department that the property owner of Parcel #1935230551201, Gary Kelley, have an easement document drafted for a private sewer utility over Adams County Parcel #1935230524800 to provide the private utility a legal easement over county property for the existing sanitary sewer. **Board consensus authorized the Public Works Department to move forward in the process of requesting Mr. Kelley have an easement document prepared for a private utility over county property, Parcel #1935230524800, to provide the private utility an easement on county property for the existing sanitary sewer.**

### **Finance Committee**

The Finance Committee meeting was called to order. Present in addition to Treasurer Meise were Auditor Hunt; Chairman Blankenship; Vice-Chairman Thompson; Commissioner Weise; Public Works Director O’Brien; Human Resource Manager Perez; and, Prosecutor Flyckt.

Treasurer Meise reviewed property tax collections, noting the amount reflects collections as of close of business October 29, 2021; sales tax distributions; and, residual cash current investments.

There are no Finance Committee meetings scheduled for the remainder of 2021.

The Finance Committee adjourned at 11:34 a.m.

### **Executive Session**

At 11:51 a.m. Chairman Blankenship announced the Board would recess into Executive Session for fifteen (15) minutes under RCW 42.30.110(1)(i) –“...to discuss with legal counsel representing the agency litigation or potential litigation...”. Additionally present were Prosecutor Flyckt; Civil Deputy Prosecutor Barden; Sheriff Wagner; and, Undersheriff Coronado. Central Services Director Boness joined the Executive Session from 11:43 a.m. until 11:53 a.m.

At 12:05 p.m. the Board reconvened from Executive Session. No action taken.

### **Memorandum of Understanding Between the Adams County Board of Commissioners, the Association of Adams County Employees and Sheriff Dale Wagner Regarding a Wage Premium of Four Percent (4%) Corporal Specialty Designations**

Commissioner Weise moved, Thompson seconded, to *approve Memorandum of Understanding Between the Adams County Board of Commissioners, the Association of Adams County Employees and Sheriff Dale Wagner Regarding a Wage Premium of Four Percent (4%) Corporal Specialty Designations. Motion carried.*

### **Consent Agenda**

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

October 16 – 31, 2021 Payroll in the amount of \$462,817.12; and, Benefits in the amount of \$230,387.22 (Warrant # Series 532701-532714; Direct Deposit # Series 69569-69750; Benefit/Deduction # Series 1161012-1161021

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	21-3387 – 21-3431	\$ 35,855.91
103	21-3432 – 21-3434	\$ 234.76
104	21-3435 – 21-3456	\$ 16,615.82
122	21-3457	\$ 28.00
123	21-3458	\$ 239.40
130	21-3459 – 21-3460	\$ 890.61
166	21-3461 – 21-3468	\$ 1,636.96
502	21-3469 – 21-3474	\$ 5,988.25
108	1745	\$ 196.47
115	1746 – 1757	\$ 8,212.43
321	1758 – 1759	\$ 14,483.01
401	1760 – 1764	\$ 13,512.41
501	1765 – 1770	\$ 3,395.97
590	1771 – 1794	\$205,308.75
	TOTAL	\$306,598.75

Approval of **Resolution No. R-051-2221 In the Matter of Transferring Funds from Capital Projects Fund #322 to Rodeo Lake Fund #301**

**Permanent Minutes Signed**

November 1 and 3, 2021

**Meeting Cancellation**

The November 17, 2021 regular meeting of the Board is cancelled due to the Board's scheduled attendance at the WSAC County Leaders Conference in Spokane, Washington. No decisions will be made, or any action taken, by the Board during the conference.

**Correspondence Received**

Adams County Noxious Weed Control Board re: Minutes of September 28, 2021, and Agenda for November 9, 2021

Brandon West, Attorney re: 90 Day Notice of Intent to Substitute Attorney for 2021-2025 Adams County Indigent Defense Contract

Cynthia McNabb, Attorney re: Preliminary Ruling – Case 134586-U-21

**Adjournment @ 12:10 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-051-2021**

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM CAPITAL PROJECTS FUND  
#322 TO RODEO LAKE FUND #301**

**WHEREAS**, funds were allocated in Capital Projects Fund #322 for support of Rodeo Lake Fund #301; and

**THEREFORE BE IT HEREBY RESOLVED** that Twenty-nine thousand and no/100's dollars (\$29,000.00) be transferred from Capital Projects Fund #322 BARS 597.54.00.00 to Rodeo Lake Fund #301 BARS 397.54.00.00.

**DATED** this 15th day of November, 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