

## COMMISSIONERS' PROCEEDINGS

### Adams County Courthouse Ritzville, Washington Regular Meeting

April 11, 2011  
(Monday)

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

**Present:**

Chairman Jeffrey W. Stevens  
Vice-Chairman Rudy Plager  
Commissioner Roger L. Hartwig

[10:04:04 AM](#)

**Public Works**

Director O'Brien and Engineer Yaeger reviewed and discussed the following:

- General road maintenance tasks
- Sections of certain roads requiring more than general maintenance
- Completion of Highways and Local Programs survey regarding inventory of pedestrian right-of-way facilities
- Courthouse front lawn landscaping project
- Capital expenditure options for utilizing funds from the 'Solid Waste Coordinated Prevention Grant' by June 30, 2011, close of grant
- State non-renewal/allocations of Coordinated Prevention Grants after June 30, 2011

**County Wide Crushing Project 2010-2011**

Commissioner Plager moved, Hartwig seconded, to *approve Final Pay Estimate/Release of Retainage for the 2010-2011 County Wide Crushing Project to DeAtley Crushing Company, Lewiston, Idaho in the amount of \$19,370.48.* **Motion carried.**

**Rural Arterial Program Project Agreement**

Commissioner Hartwig moved, Plager seconded, to *approve the Rural Arterial Program Project Agreement Amendment for Construction Proposal for Danekas Road and Lind-Hatton #4 reflecting the addition and implementation of Project 'Phasing'.* **Motion carried.**

[10:59:11 AM](#)

[11:05:29 AM](#)

### **FRP Financial**

Michael and Joy Otis, FRP Financial, reviewed the most recent reports from Aetna (Third Quarter 2010). Specific review and discussion was held on the 'Financial Overview' section (current data for completed claims incurred October 1, 2009 through September, 2010) and the 'Executive Summary' (outline of key cost and utilization results for the fully insured integrated plan for Adams County). Data for the Fourth Quarter 2010 is expected from Aetna in early May and will be forwarded to the Board.

[11:48:49 AM](#)

### **Recess @ 12:00**

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

(Relocated to Public Works Conference Room)

### **Public Works Organizational Chart**

Public Works Director O'Brien and Engineer Yaeger reviewed and discussed the 'Public Works Organizational Chart' with particular emphasis on the continuing need for the Assistant Director/Engineer position. A decision regarding the position will be made by the Board at a later date.

[3:32:15 PM](#)

### **Engineer Compensation Rate**

**The Board by consensus set the compensation level for Adams County Engineer Scott Yaeger on the Management Level Salary Schedule at M5S3 effective April 1, 2011.**

[3:45:30 PM](#)

### **County Personnel Policy (Amendment)**

Commissioner Hartwig moved, Plager seconded, to *approve Resolution No. R-14-2011 In the Matter of Amending the Adams County Personnel Policy*. **Motion carried.**

### **Consent Agenda:**

Commissioner Plager moved, Hartwig seconded, to *approve the Consent Agenda*. **Motion carried.**

Preliminary minutes of March 4 and 6, 2011

Approval of March, 2011 Payroll in the amount of \$674,319.98; and, Benefits in the amount of \$209,319.94 (Warrant # Series 517803-517902;

Direct Deposit # Series 28608-28767; Benefit/Deduction # Series 1085287-1085306)

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	111218-111263	\$ 78,626.84
103	111264-111265	\$ 158.10
104	111266-111275	\$ 4,219.64
112	111276	\$ 187.00
116	111277-111278	\$ 599.61
117	111279-111282	\$ 876.80
502	111283-111289	\$ 7,727.16
001	0546-1548	\$ 133.13
108	0549-0552	\$ 250.23
115	0553-0569	\$ 7,530.00
122	0570-0572	\$ 73.99
401	0573-0580	\$ 21,180.82
501	0581-0587	\$ 3,177.72
590	0588-0609	\$ 42,786.08
TOTAL		\$167,527.12

**Permanent Minutes Signed**

March 28, 2011

**Correspondence Received**

US Department of Commerce, US Census Bureau re: 2010 Census County Question Resolution Program between June 1, 2011 and June 1, 2013

Kyle R. Smith, Attorney re: Public Defender Quarterly Report for Period January thru March, 2011

Washington State Redistricting Commission 2010 Census data for purpose of redistricting

Law Office of Stephen T. Whitehouse re: negative of Adams County Courthouse (1950)

**Adjournment @ 4:30 p.m.**

Submitted:  
s/Linda Reimer, MMC  
Clerk of the Board

Edited and Approved:

BOARD OF COUNTY COMMISSIONERS  
ADAMS COUNTY, WASHINGTON  
s/Jeffrey W. Stevens, Chairman  
s/Rudy Plager, Vice-Chairman  
s/Roger L. Hartwig, Commissioner

**RESOLUTION NO. R-14-2011**

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

**IN THE MATTER OF AMENDING THE ADAMS COUNTY PERSONNEL POLICY**

**WHEREAS**, there has been some confusion regarding final payout of accumulated annual leave;

**THEREFORE BE IT HEREBY RESOLVED** that the applicable Section 4. Benefits, Section 2. Annual Leave is modified for clarification and is adopted as the official language for this Section within the policy:

**SECTION 4 – BENEFITS**

Section 2. Annual Leave.

Annual leave allowance shall be earned annually based on the following schedule:

<u>Years of Service</u>	<u>Working Hours Leave/Month or Major Portion Thereof</u>	<u>Annual Leave Working Hours</u>
0 thru completion of 5 years	7 hrs. (35 hrs./week)	84
	8 hrs. (40 hrs./week)	96
6 thru completion of 10 years	8.75 hrs. (35 hrs./week)	105
	10 hrs. (40 hrs./week)	120
11 years and over	10.5 hrs. (35 hrs./week)	126
	12 hrs. (40 hrs./week)	144

Each employee in a job share full time position is entitled to half of the benefits of a full time employee in a regular position (Resolution R-54-95).

Regular part-time employees earn annual leave in the proportion their hours bear to the total number of full time employment hours.

Employees may not use annual leave until after one year of continuous service.

Annual leave may be accumulated to a maximum of twice an employee's annual rate of earning according to the schedule set forth above, or two hundred eighty eight (288) hours, which ever is less. Earned annual leave which exceeds the allowed maximum accrual, if not taken, shall lapse month by month. Under no circumstances, at separation from service, including retirement, shall an employee be allowed to cash out more than two hundred forty (240) hours of accrued leave. Cash out payment is based on the employee's salary or rate of pay at the time of separation from service and/or retirement. Employee accrued leave hours in excess of two hundred forty (240) hours, on the date of separation from service and/or retirement, shall be forfeited. It is the responsibility of the employee to be alert to his/her accumulated leave status and to utilize as necessary to prevent loss or forfeiture.

An employee must have completed one year of service to qualify for cash out payment of accumulated annual leave as set forth above. In the case of death, accumulated annual leave is paid to the estate of the employee.

Requests to use annual leave must be approved by the Elected Official/Department Head prior to the commencement of the requested annual leave. No employee shall be paid for nor permitted to use annual leave in excess of their accrued balance.

Holidays occurring during an approved annual leave shall not be counted as a day of annual leave.

Annual Leave may be gifted from employee to employee under conditions and provisions set forth in Resolution R-75-01 and Resolution R-81-02. (Appendix F)

**AND, BE IT FURTHER RESOLVED** that this Section Amendment is effective immediately upon approval and all other resolutions, policies, or documents in conflict therewith are superseded.

**DATED** this 11<sup>th</sup> day of April, 2011.

BOARD OF COUNTY COMMISSIONERS  
ADAMS COUNTY, WASHINGTON  
s/Jeffrey W. Stevens, Chairman  
s/Rudy Plager, Vice-Chairman  
s/Roger L. Hartwig, Commissioner

ATTEST:  
s/Linda Reimer, MMC  
Clerk of the Board