

COMMISSIONERS' PROCEEDINGS

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

**December 3, 2012
(Monday)**

Call to Order @ 8:30 a.m.

Present:

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

Amendment/Correction to Minutes of November 19, 2012:

2013 Preliminary Budget Decisions under Sheriff sub-section to now read in third paragraph:

Approved the following positions previously on the Sheriff Mid-Management Salary Schedule being moved as noted effective January 1, 2013:

Jail Administrator Position #1211

Exempt Position under FLSA

Classified at EE1 – on Employee Exempt Salary Schedule
Compensation level for the current employee in that position is Step
5

Anniversary Date: January 1

Civil Deputy Position #1212

Exempt Position under FLSA

Classified at Range 14 – on Non-Union Salary Schedule (8hr)
Compensation level for the current employee remains as previously
set under Sheriff's Office Mid Management Scale until resignation or
retirement

Anniversary Date: January 1

Administrative Assistant Position #1216

Exempt Position under FLSA

Classified at Range 9 - Non-Union Salary Schedule (8hr)

Compensation level for the current employee in that position is Step 9
Anniversary Date: January 1

[10:04:18 AM](#)

Six Year Transportation Improvement Program 2013-2018

Chairman Plager convened the public hearing at 10:04 a.m. to consider the Six Year Transportation Improvement Program (2013-2018).

Engineer Yaeger presented the proposed program that reflected no substantial changes from that which had been discussed on a preliminary basis with the Board on Nov 19. Additional time was spent reviewing Priority numbers 4-14 (those projects projected for expenditure during the fourth through sixth years.)

There were no members of the public present. Press from the Ritzville Journal was present.

Chairman Plager closed the public hearing at 10:24 a.m.

[10:24:09 AM](#)

[10:24:26 AM](#)

Commissioner Stevens moved, Hartwig seconded, to *approve Resolution No. R-48-2012 In the Matter of Adopting the Adams County Six Year Transportation Improvement Program (2013-2018)*. Motion carried.

[10:24:57 AM](#)

[10:25:19 AM](#)

Gasoline, Diesel, Oil and Grease

Commissioner Hartwig moved, Stevens seconded, to *approve Resolution No. R-56-2012 In the Matter of Notice of Call for Bids for Gasoline, Diesel, Oil and Grease*. Motion carried. Bid opening was set for December 17, 2012 at 10:00 a.m. in Room 202 of the Adams County Courthouse.

2013 Annual Road Construction Program

Engineer Yaeger provided a preliminary review of the Annual Road Construction Program for 2013. The program notes budgeted vehicle and equipment purchases during 2013. The program will be further reviewed on Monday, December 17, 2012.

[10:57:47 AM](#)

[11:02:52 AM](#)

Adams County Noxious Weed Control

Chairman Plager convened the public hearing to consider the request from the Adams County Noxious Weed Control Board to Increase Weed Assessments in 2013 for incorporated cities/towns from \$5.00 to \$7.50; and, to increase the minimum billing per Assessment Parcel from \$5.00 to \$7.50.

Noxious Weed Control Coordinator Sue Sackmann provided a PowerPoint presentation identifying some of the areas that weed inspectors must access, noting 2012 enforcements; and, listing State imposed changes. Documents pertinent to the office operations were presented; and, it was noted that there remains two (2) vacant positions on the Noxious Weed Control Board, one in District #4 and one in District #5.

Chairman Plager inquired about the anticipated revenue amount that would be generated if the assessment increase was approved; and, inquired about the impact on the budget with all the new subdivision development.

Present in addition to Sackmann were the following: Marilyn Sielaff, Noxious Weed Control Clerk of the Board; Board Members Bill Dyck, Branden Spencer, and Don Kagele; and, Dusti Campbell, WSU. There were no members of the public present.

Hearing no further comments or questions Chairman Plager closed the hearing at 11:22 a.m.

The Board of Commissioners will consider the request and “accept or modify by resolution, or refer back to the board [Noxious Weed] for its reconsideration all or any portion of the proposed levels of assessment” (RCW 17.10.240).

[11:22:11 AM](#)

Recess @ 12:00

Reconvene @ 1:00 p.m.

[1:30:20 PM](#)

Assessor

Assessor Brewer, at the request of the Board, met to further review and discuss her request to fill vacant position #104 – Appraisal Office Supervisor/Administrative Assistant.

Brewer noted and recommended that certain duties in the job description be eliminated; that the title of the position be changed to “administrative assistant”; that supervisory duties be eliminated; and, any new hire (unless already accredited) start at Range 9 and move to Range 11 only after achieving accreditation (estimated to be a three year process to achieve). A revised budget for 2013 had been prepared reflecting payroll and benefits for the position were estimated to begin April, 2013; and, that expenses for training were additionally included in the 2013 budget. A decision on the request is pending.

[1:54:52 PM](#)

Building Inspector

Commissioner Stevens moved, Hartwig seconded, to *approve Resolution No. R-53-2012 In the Matter of Adopting Revised Job Description #302 – Building Inspector and Reclassifying the Position; and, Eliminating Position #301 Assistant Planner/Solid Waste Coordinator. Motion carried.*

Adams County Library District #2 – Ritzville

Commissioner Hartwig moved, Stevens seconded, to *re-appoint Karen G. Potts, Ritzville, to a second full term on the Board of Directors for the Adams County Library District #2 – Ritzville, effective December 13, 2012 through December 13, 2017. Motion carried.*

Amend 2012 Adams County Budget

Public hearing to consider amendments to the 2012 Adams County Budget was set for December 17, 2012 at 1:30 p.m. in Room 202 of the Adams County Courthouse, Ritzville.

Consent Agenda

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

Preliminary minutes of November 26 and 28, 2012

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	126379-126415	\$ 24,275.16

103	126416-126421	\$ 5,236.74
104	126422-126450	\$ 10,337.28
112	126451	\$ 105.25
113	126452	\$ 86.78
117	126453-126466	\$ 2,774.76
119	126467	\$ 407.00
123	126468	\$ 250.00
323	126469	\$ 1,647.96
502	126470-126474	\$ 2,050.77
001	2100	\$ 1,717.51
108	2101-2103	\$ 21,228.05
115	2104-2122	\$ 17,112.15
122	2123-2124	\$ 1,895.00
321	2125	\$ 1,357.02
401	2126-2135	\$ 7,493.11
401	Hand Pay	\$ 12,092.85
501	2136	\$ 507.57
590	2137-2150	\$ 14,206.73
590	Hand Pay	\$ 58,542.57
	TOTAL	\$183,324.26

Resolution No. R-52-2012 In the Matter of Transferring Funds from Crime Victims Comp Fund #135 to the Current Expense Fund #001

Permanent Minutes Signed

November 19, 2012

Correspondence Received

NorthEast Washington Educational Service District 101, Michael Dunn, Ed.D. Superintendent re: certification of tax levies for calendar year 2013 collections for school districts of the second class as required by RCW 84.52.020 (Benge, Lind, Ritzville, and Washtucna)

NorthEast Washington Educational Service District 101, Michael Dunn, Ed.D. Superintendent re: addition to letter dated November 19, 2012, for certification of tax levies for calendar year 2013 collections for the Ritzville School District as required by RCW 84.52.020

Educational Service District 123, Michelle M. Dearlove, CPA re: certification of tax levies for calendar year 2013 collection for school districts as required by Chapter 84.52.020 RCW for North Franklin #051 and Othello #147

Lance Minetti, Spokane re: complaint/claim
Assessor Sherri Brewer re: 2012 Value Certification and 2013 Tax
Levy Limitations for County Road and Current Expense
North Central Educational Service District, Sally Ryan, Assistant
Fiscal Director re: 2013 Levy Certification for Warden School District

Adjournment @ 4:00 p.m.

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

Edited and Approved:

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

RESOLUTION NO. R-48-2012

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

**IN THE MATTER OF ADOPTING THE ADAMS COUNTY SIX YEAR
TRANSPORTATION IMPROVEMENT PROGRAM (2013-2018)**

WHEREAS, the preliminary Six Year Transportation Improvement Program was presented for review and consideration on Monday, November 19, 2012, during a public meeting of the Board of Commissioners; and,

WHEREAS, the County Engineer submitted and made available to the Board and the public the 2011 Bridge Inspection Report on October 1, 2012,; and,

WHEREAS, a public hearing was held on Monday, December 3, 2012, during which the final program was presented and discussed; and,

WHEREAS, all public comments were heard and reviewed during the public hearing and no objections were heard;

THEREFORE BE IT HEREBY RESOLVED that the 2013-2018 Six-Year Transportation Improvement Program is hereby approved and adopted.

DATED this 3rd day of December, 2012.

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

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

RESOLUTION NO. R-52-2012

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM CRIME VICTIMS COMP FUND
#135 TO THE CURRENT EXPENSE FUND #001**

WHEREAS, \$48,000 was allocated in the Crime Victims Comp Fund #135 for personnel support in the Prosecuting Attorney's 2012 Budget; and,

WHEREAS, it has been decided to transfer these monies bi-annually;

THEREFORE BE IT HEREBY RESOLVED that Twenty four thousand and no/100 dollars (\$24,000) be transferred from Crime Victims Comp Fund #135 BARS 135.597.15.10.01 to Current Expense Fund #001 BARS 397.15.10.00.

DATED this 3rd day of December, 2012.

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

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

RESOLUTION NO. R-53-2012

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

**IN THE MATTER OF ADOPTING REVISED JOB DESCRIPTION #302 – BUILDING
INSPECTOR AND RECLASSIFYING THE POSITION; AND, ELIMINATING POSITION
#301 ASSISTANT PLANNER/SOLID WASTE COORDINATOR**

WHEREAS, a number of critical duties that had been performed by the Assistant Planner/Solid Waste Coordinator have now been added to the position of Building Inspector; and,

WHEREAS, the Building Inspector position has been removed from the Courthouse Union and is now deemed by the Board of County Commissioners to be an Exempt position under FMLA;

THEREFORE BE IT HEREBY RESOLVED that the revised job description for Position #302 - Building Inspector is adopted effective January 1, 2013; and,

BE IT FURTHER RESOLVED that Position #302 is reclassified as Exempt under FMLA and placed on the Exempt Employee Salary Schedule at EE1 effective January 1, 2013; and,

BE IT FURTHER RESOLVED that Position #301 – Assistant Planner/Solid Waste Coordinator is eliminated.

DATED this 3rd day of December, 2012.

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

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

RESOLUTION NO. R-56-2012

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

**ADAMS COUNTY DEPARTMENT OF PUBLIC WORKS
NOTICE OF CALL FOR BIDS
GASOLINE – DIESEL – OIL – GREASE**

Sealed bids will be received by the Adams County Board of Commissioners until **10:00 a.m. December 17, 2012** and subsequently opened for gasoline, diesel fuel, oil and grease for a period beginning January 1, 2013 or upon date of award until December 31, 2013, with four additional one year renewal contract periods.

Each bid shall be separately sealed in an envelope addressed to the Adams County Board of Commissioners, % Clerk of the Board, 210 W. Broadway, Ritzville, Washington 99169, with the name of the bidder written plainly on the outside of the envelope. Please mark in red, "Gasoline, Diesel, Oil and Grease Bid Proposal Enclosed" on the front of the envelope.

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, best serves the interest of Adams County.

DATED this 3rd day of December, 2012.

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

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