

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

November 19, 2012
(Monday)

Call to Order @ 8:30 a.m.

Present:

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

Agenda Deletion:

2:00 p.m. Finance Committee Meeting/cancelled

[10:00:32 AM](#)

2012-2013 County Wide Crushing Contract

Bids were opened from:

Wood's Crushing & Hauling, Inc. 933 Woodside Road Sandpoint, Idaho 83864	\$692,901
Seubert Excavators P. O. Box 57 Cottonwood, Idaho 83522	\$780,101
DeAtley Crushing Company 4307 Snake River Avenue P. O. Box 759 Lewiston, Idaho 83501	\$640,026
Jack Robinson & Sons, Inc. P. O. Box 5006 Bend Oregon 97708	\$971,501

Engineer's Estimate: \$531,626

Public Works

Public Works Director Todd O'Brien provided updates on general maintenance tasks and noted that the departmental radio update to narrowband was scheduled to begin this week.

Safety Program Run off Road Guardrail Program

Commissioner Hartwig moved, Stevens seconded, to *approve the Final Pay Estimate to Frank Gurney, Inc, Spokane Valley, for work completed 7/24/2012 through 7/27/2012 on the Safety Program Run-off-Road Guardrail Project on Rosenoff Road.* **Motion carried.**

2013-2018 Six Year Transportation Projects

Engineer Yaeger reviewed the "preliminary" 2013-2018 Six Year Transportation Program. Discussion followed. Public hearing on the Program was scheduled for Monday, December 3, 2012, at 10:00 a.m.
[10:56:26 AM](#)

Bruce Transfer Station Pole Building

Adams County Fairgrounds Pole Building

Commissioner Stevens moved, Hartwig seconded, to *approve Resolution No. R-47-2012 In the Matter of Notice of Call for Bids to Erect a Pre-Engineered Rigid Wood Structure (Pole Building) at the Bruce Transfer Station and an Alternate Bid for a Second Structure at the Adams County Fairgrounds.* **Motion carried.** Bid opening was set for 10:00 a.m. on Monday, December 10, 2012, in Room 202 of the Adams County Courthouse, Ritzville.

Jail Inspection

The Board conducted the 2012 fourth quarter jail inspection with Jail Administrator Stark.

Recess @ 12:00

Reconvene @ 1:00 p.m.

2013 Preliminary Budget Decisions

The Board made the following decisions in response to requests heard during the budget workshops:

Sheriff

Requested elimination of "Sheriff Mid-Management Salary Schedule" and positions moved to EE Scale

Approved elimination of Sheriff Mid-Management Salary Schedule effective January 1, 2013

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

Jail Administrator Position #1211 to Employee Exempt Scale (EE1) (current employee in the position to be placed at EE1 Step 5);

Civil Deputy Position #1212 to Non-Union Salary Schedule (8hr) – position vacant as of 12/31/2012 and any new hire to be placed at Range 14

Administrative Assistant Position #1216 to Non-Union Salary Schedule (8hr) – Range 8 (current employee in the position to be placed at R8S9)

Requested to Add a Deputy Position – **Denied**

Requested to add \$6,000 for Sgt. testing professional services – **Approved an amount of \$2,500 to be added to the 2013 Budget**

E-911

Requested creation of a “Clerk position” to handle paperwork processing – **Denied**

Juvenile

Requested reclassification of Juvenile Administrator Position – **Denied**

Requested reclassification of Juvenile Probation Manager, Grant Funded –Position - **Denied**

Integrated Health Care Services

Requested to modify and/or create a job description (position to assume duties of the Assistant Director) – **Approved certain select duties to be added to another IHCS position at a stipend amount of \$5,000 per year.** Director Guse will hire and make proper notification to payroll and determine effective starting date (either December 1, 2012 or a

later date in 2013). This stipend is not permanent with any single position and may be changed by the Director as circumstances dictate.

Requested creation of Accountant Position – **Approved under Resolution No. R-50-2012 dated November 19, 2012.** Director Guse will hire and set effective start date.

Requests that are Pending:

Request to fill Assessor Admin Assistant/Appraisal Office Supervisor position

Request to reclassify Program Manager and Vocational Instructor positions within Developmental Disabilities Department

Request to move all positions under RSN Schedule to County Non-Union and/or County Employee Exempt Schedule

Building Inspector

A request to reclassify the Building Inspector position was given verbal approval with associated job description and other matters to be finalized by the end of the year and the change to be effective January 1, 2013.

Integrated Health Care Services “Accountant Position”

Commissioner Hartwig moved, Stevens seconded, to *approve Resolution No. R-50-2012 In the Matter of Creating Position No. 502 – Integrated Health Care Services Accountant; and, Eliminating Position No. 501.* Motion carried.

[1:04:12 PM](#)

Exit Conference – Accountability Audit 2010-2011

The exit conference for the 2010-2011 Accountability Audit was conducted (via telephone) by Kent Zirker, Audit Manager, and Ginny Waltman, Assistant Audit Manager. (Lead). The Conference agenda included an audit summary and results. Exit recommendations were provided for management consideration. There were no findings or management letter items. An audit cost analysis was provided with the next audit scheduled to be held during 2013 to cover the general areas of financial statements and federal programs at an estimated cost of \$12,540 plus travel expenses. Chairman Plager signed the ‘Representation Letter’.

[1:23:46 PM](#)

Consent Agenda

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

Preliminary minutes of November 13 and 14, 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	126341-126373	\$ 21,280.76
103	126374-126376	\$ 911.05
104	126377-126394	\$ 9,550.70
105	126395-126398	\$ 33,333.33
106	126399	\$ 271.95
112	126400	\$ 134.50
114	126401-126402	\$ 292.93
117	126403-126409	\$ 1,685.33
123	126410-126412	\$ 869.95
166	126413-126421	\$ 2,459.74
502	126422-126426	\$ 3,682.81
001	2024	\$ 45.51
115	2025-2042	\$ 8,038.77
122	2043-2045	\$ 1,215.17
321	2046	\$ 66,154.21
401	2047-2057	\$ 31,228.42
501	2058-2067	\$ 4,666.48
590	2068-2096	\$ 14,951.03
TOTAL		\$200,772.64

Permanent Minutes Signed

November 5 and 7, 2012

Adjournment @ 3:30 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-47-2012

**NOTICE TO CONTRACTORS
County of Adams
Department of Public Works
Ritzville, Washington**

Sealed bids will be received by Adams County at the office of the Board of County Commissioners located in the courthouse at 210 W. Broadway, Ritzville, Washington 99169, **until 10:00 a.m., Monday, December 10, 2012** and will be opened and publicly read for the following construction improvements:

Erect a Pre-Engineered Rigid Wood Structure (Pole Building), including an overhead sectional door and passage doors at the Bruce Transfer Station. An alternate bid for a second structure at the Adams County Fairgrounds in Othello is also to be included in the proposal. Contractor shall be responsible for site layout, foundation and perimeter excavations and backfill. Owner will perform grading of the site and all rock and asphalt surfacing and concrete slabs.

All bid proposals shall be accompanied by a bid proposal deposit in cash, certified check, cashier's check or surety bond in amount equal to five percent (5%) of the amount of such bid proposal. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated in the specifications, the bid proposal deposit shall be forfeited to the County of Adams. All checks and bonds shall be made payable to the Adams County Treasurer.

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.

Maps, plans, specifications, and proposals may be obtained from the office of the Department of Public Works, 210 W. Alder, Ritzville, Washington, 99169; phone (509) 659-3276.

Informational copies of maps, plans and specifications are on file for inspection in the office of the Adams County Engineer in Ritzville, Washington, and the chapter office of the Associated General Contractors of America in Spokane, Washington.

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 insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises 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 or national origin in consideration for an award.

DATED this 19th day of November 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
Clerk of the Board

RESOLUTION NO. R-50-2012

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

IN THE MATTER OF CREATING POSITION NO. 502 – INTEGRATED HEALTH CARE SERVICES ACCOUNTANT; AND, ELIMINATING POSITION NO. 501

WHEREAS, a restructuring of Integrated Health Care Services occurred recently following a Director change; and,

WHEREAS, this restructuring required a division of duties formerly held by the Assistant Director who was hired as the Director ; and, this action then necessitated the creation of an “Accountant” position; and,

WHEREAS, the balance of non-accounting duties previously performed by the Assistant Director will now be assumed by another full-time employee on a “stipend” basis;

THEREFORE BE IT HEREBY RESOLVED that the following County position is created as follows:

Integrated Health Care Services Accountant
Position #502
Classification – Employee Exempt 1 (EE1)

AND, BE IT FURTHER RESOLVED that Position No. 501 – Integrated Health Care Assistant Director - is hereby eliminated.

DATED this 19th day of November, 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