

## COMMISSIONERS' PROCEEDINGS

Adams County Courthouse  
Ritzville, Washington  
Regular Meeting

January 27, 2014  
(Monday)

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

**Present:**

Chairman Jeffrey W. Stevens  
Vice-Chairman John N. Marshall  
Commissioner Roger L. Hartwig

[10:03:35 AM](#)

**Public Works**

Public Works Director O'Brien gave the weekly report on road maintenance projects; and, reported that transfer station and mechanic position vacancies had been filled. Turner Restoration has begun work at the fairgrounds; and, a fairgrounds rental policy and procedure manual is being developed to aid in consistent information being provided to interested parties.

**Road Levy Certification**

Commissioner Hartwig moved, Marshall seconded, to *authorize the Chairman to sign the CRABoard Road Levy Certification for 2014.* **Motion carried.**

**Release of Gravel and Stone Lease**

Commissioner Marshall moved, Hartwig seconded, to *authorize the Chairman to sign the Release of Lease originally granted to Adams County by virtue of Memorandum of Gravel and Stone Lease dated June 27, 2012 and recorded with the Adams County Auditor under Auditor's File Number 301338.* **Motion carried.**

[10:28:27 AM](#)

[11:00:32 AM](#)

**Coroner**

Deputy Coroners John Lackie, Stevens Funeral Chapel; Alan Thompson, Danekas Funeral Home; and, Prosecutor Flyckt met at the request of the Board to discuss the policy and procedure for responding to an

“unattended death” within the county. Mr. Thompson requested policy clarification of the District boundaries, family choices, release of a body, and the burial arrangements. It was noted that a number of new deputies have been hired and therefore some training related to these calls may eliminate possible future confusion. Prosecutor Flyckt agreed to provide a map of the Districts to law enforcement and to request some training be provided by Sheriff Hunt in this matter. Previously established and approved (September 12, 2011) reimbursement for costs associated with body removal, body pouch, refrigeration; and transportation to Samaritan Hospital for autopsy (when required); were reviewed and by mutual agreement between the Board and the Funeral Home Directors no changes were made.

[11:57:22 AM](#)

### **Executive Session**

Executive Session was called for fifteen (15) minutes under RCW 42.30.110(1)(i) “To discuss with legal counsel ...litigation or potential litigation ...”. Prosecutor Flyckt and Gary and Valerie Hunt were present. Session was held from 12:07 p.m. until 12:25 p.m.

**Recess @ 12:25 p.m.**

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

### **Shoreline Master Program Update**

Commissioner Marshall moved, Hartwig seconded, to *approve the Contract Services Agreement between Adams County and The Watershed Co. to provide professional consultation and organizational services for the Shoreline Master Program Update.* **Motion carried.**

[1:59:53 PM](#)

### **Ritzville Public Development Authority**

Dan Hille and Damon Roth met with the commissioners to clarify the terms of a *draft* lease between the Ritzville PDA and Adams County to rent office space for the WSU Extension offices. Both parties agreed that the lease, as is, will not be satisfactory and that changes would be needed if the county decides to rent the PDA facility. No action was taken pending further Board review.

[2:39:13 PM](#)

[3:00:03 PM](#)

### **Election Administrator Position**

Auditor Hunt requested and received by **consensus authorization to fill the Election Administrator position vacancy**. This position will be expected to participate in the cross training within the office initially to focus on payroll tasks.

### **Levy Distribution Out of Current Expense**

Treasurer Danekas presented the breakdown for the dedicated tax dollar amounts per assessed valuation for 2014 as follows:

#001 Current Expense tax dollar calculation	\$3,221,640
#104 IHCS Mental Health	8,000
#104 IHCS Public Health	115,112
#107 Veteran's Relief	4,477
#117 Developmental Disabilities	36,745
Net Fund #001 Current Expense 2014 Tax	\$3,057,306

[3:17:49 PM](#)

[3:47:31 PM](#)

### **Tax Levies Certification**

Commissioner Hartwig moved, Marshall seconded, to *approve Resolution No. R-006-2014 In the Matter of Tax Levies Certification for 2014 and County Population Certification as of April 1, 2013*. **Motion carried.**

### **Adams County Noxious Weed Control Board**

Commissioner Marshall moved, Hartwig seconded, to *approve Resolution No. R-005-2014 In the Matter of Establishing an Interfund Loan from the Adams County Current Expense Fund #001 to the Noxious Weed Control Board Fund #166*. **Motion carried.**

### **Deputy Clerk of the Board**

Commissioner Hartwig moved, Marshall seconded, to *appoint Patricia J. Phillips as Deputy Clerk of the Board effective January 27, 2014*. **Motion carried.**

### **Washington Counties Risk Pool Appointments/Designations**

Commissioner Hartwig moved, Marshall seconded, to *approve Resolution No. R-007-2014 In the Matter of Continuing Relationships with the Washington Counties Risk Pool and the Related Appointments and Designations of/for Each Member County*. **Motion carried.**

**Consent Agenda**

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

Preliminary minutes of January 21, 2013

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	140330-140359	\$ 25,058.41
001	Hand Pay	\$ 1,522.87
103	140360	\$ 7,518.50
104	140361-140370	\$ 48,176.78
105	140371-140374	\$ 34,583.33
111	140375-140376	\$ 10,000.00
116	140377	\$ 396.24
116	Hand Pay	\$ 250.00
117	140378-140382	\$ 1,851.21
122	140383-140384	\$ 1,570.25
123	140385-140390	\$ 14,361.05
131	140391	\$ 343.56
166	140392-140399	\$ 1,170.67
502	140400-140401	\$ 1,099.89
108	0062	\$ 4,347.50
115	0063-0071	\$ 2,756.99
401	0072	\$ 28,971.08
501	0073-0075	\$ 709.43
590	0076-0096	\$ 9,035.19
590	Hand Pay	\$ 748.38
TOTAL		\$194,471.33

**Resolution No. R-004-2014 In the Matter of Transferring Funds from the Current Expense Fund #001 to the Emergency Services Fund #106**

[3:55:38 PM](#)

**Permanent Minutes Signed**

January 13 and 15, 2013

**Correspondence Received**

The Old Hotel, Othello re: request for funding  
Brandon West, Attorney, re: Public Defender Quarterly Report  
Milena Waldron, re: Court Interpreter Services Funding

**Adjournment @ 4:15 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/John N. Marshall, Vice-Chairman  
s/Roger L. Hartwig, Commissioner

**RESOLUTION NO. R-004-2014**

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM THE CURRENT EXPENSE  
FUND #001 TO THE EMERGENCY SERVICES FUND #106.**

**WHEREAS**, funds were allocated in the Current Expense Fund 001 for the support of  
Emergency Services Fund106;

**THEREFORE BE IT HEREBY RESOLVED** that Forty-nine thousand three hundred  
twenty-eight and no/100 dollars (\$49,328) be transferred from Current Expense Fund  
#001.099 BARS 597.25.00.01 to the Emergency Services Fund #106 BARS  
397.25.60.00.

**DATED** this 27<sup>th</sup> day of January, 2014.

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

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

**RESOLUTION NO. R-005-2014**

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

**IN THE MATTER OF ESTABLISHING AN INTERFUND LOAN FROM THE ADAMS  
COUNTY CURRENT EXPENSE FUND #001 TO THE NOXIOUS WEED CONTROL  
BOARD FUND #166**

**WHEREAS**, it has been determined that a loan of up to Thirteen thousand dollars (\$13,000) from the Adams County Current Expense Fund #001 to the Noxious Weed Board Fund #166 is required to meet cash flow needs; and,

**WHEREAS**, it has been determined that the loan proceeds be transferred in 3 disbursements in order to pay expenses each month:

- \$4,000 to be disbursed effective January 27, 2014
- \$5,000 to be disbursed effective Feb 3, 2014
- \$4,000 to be disbursed effective March 3, 2014

**THEREFORE BE IT HEREBY RESOLVED** that the Adams County Treasurer is hereby authorized to transfer an amount up to Thirteen thousand and no/100 dollars (\$13,000) in three installments as directed above, from the Adams County Current Expense Fund #001/099 BARS 581.10.31.00 to the Noxious Weed Board Fund #166 BARS 381 10 31 00; and,

**BE IT FURTHER RESOLVED** that said loan shall be repaid pursuant to the terms set by the Adams County Board of Commissioners which shall be prime minus 1% as determined at the time of each disbursement; and,

**BE IT FURTHER RESOLVED** that the Adams County Treasurer shall repay the above loan and interest from the Noxious Weed Board Fund #166 BARS 581.20.31.00 to the Adams County Current Expense Fund BARS 381.20.31.00, as revenues allow.

**DATED** this 27<sup>th</sup> day of January, 2014

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

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

**RESOLUTION NO. R-006-2014**

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

**IN THE MATTER OF TAX LEVIES CERTIFICATION FOR 2014 AND COUNTY  
POPULATION CERTIFICATION AS OF APRIL 1, 2013**

**WHEREAS**, the attached document stipulates levy requests provided to the Board of County Commissioners for collection in 2014.

**THEREFORE BE IT HEREBY RESOLVED** that the attached tax levies are certified to the Adams County Assessor; and,

**BE IT FURTHER RESOLVED** that Adams County population is hereby certified at 19,200 as of April 1, 2013 as transmitted by the Office of Financial Management, Olympia, Washington.

**DATED** this 27<sup>th</sup> day of January, 2014.

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

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

**RESOLUTION NO. R-007-2014**

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

**IN THE MATTER OF CONTINUING RELATIONSHIPS WITH THE WASHINGTON COUNTIES RISK POOL AND THE RELATED APPOINTMENTS AND DESIGNATIONS OF/FOR EACH MEMBER COUNTY**

**WHEREAS**, several Washington counties agreed to the creation of the Washington Counties Risk Pool ("Pool"), organized and operating under Chapters 48.62 and 39.34 RCW, to provide to its members counties programs of joint self-insurance, joint purchasing of insurance, and joint contracting for or hiring of personnel to provide risk management, claims handling, and administrative services; and,

**WHEREAS**, the Pool's Interlocal Agreement, Bylaws, and Policies of its Board of Directors require appointees and/or designees from each member county as follows:

- a) **Director/Alternate Director** – officers or employees of each Pool member county that are appointed by and serve at the pleasure of the respective county's legislative authority (*Article 8 of the Interlocal Agreement and Article 2 of the Bylaws*);

**County Risk Manager** – an employee of each Pool member county appointed to serve as a liaison between the County and the Pool as to risk management and who is  
**COMMISSIONERS' PROCEEDINGS continued – January 27, 2014**

responsible for the risk management function within the County (*Article 11(b) of the Interlocal Agreement*);

- b) **County Safety Officer** – an active employee designated by each Pool member county who, along with a related committee, are maintained to consider all recommendations concerning the development and implementation of a loss control policy to prevent unsafe practices (*Article 11(c) of the Interlocal Agreement*); and,
- c) **County Claims Administrator** – each Pool member county must designate someone to administer civil claims, with whom incidents should be immediately reported to, who is responsible for sending all claims and lawsuits and reporting various known incidents to the Pool, and with whom the Pool will coordinate the County's claim administration (*Section B.6, C and E.1.b. of the Pool Board of Directors' Claims Handling Policies and Procedures*);

**NOW THEREFORE BE IT RESOLVED** that **Adams County** hereby confirms the appointment or designation of the following individuals for the applicable and required relationships with the Washington Counties Risk Pool:

**Director:** Jeffrey W. Stevens  
**Alternate Director:** Patricia J. Phillips  
**Risk Manager:** Patricia J. Phillips  
the Board  
**Safety Officer:** Dennis Sackmann  
**Safety Officer:** Ron Ferderer  
**Claims Administrator:** Patricia J. Phillips

**County Title:** Commissioner  
**County Title:** Clerk of the Board  
**County Title:** Risk Manager/Clerk of  
**County Title:** Facilities Manager  
**County Title:** Maintenance - Union  
**County Title:** Clerk of the Board



**Prosecuting Attorney:** Randy J. Flyckt

**County Title:** Prosecutor

**AND BE IT FURTHER RESOLVED** that this resolution shall become effective immediately upon passage and shall supersede any prior conflicting action(s); and,

**BE IT FURTHER RESOLVED** that the Clerk of the Board of Adams County Commissioners shall forward a copy of this resolution once executed to the attention of the Executive Director at the Washington Counties Risk Pool, 2558 RW Johnson Rd., S.W., Suite 106, Tumwater, WA 98512-6103.

**DATED** this 27<sup>th</sup> day of January, 2014.

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

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