

## COMMISSIONERS' PROCEEDINGS

Adams County Courthouse  
Ritzville, Washington  
Regular Meeting

December 14, 2015  
(Monday)

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

**Present:**

Chairman Roger L. Hartwig  
Commissioner Jeffrey W. Stevens

**Absent:**

Vice-Chairman John N. Marshall (*medical leave*)

**Union Negotiations**

The Board held a session closed to the public per RCW 42.30.140(4)(b) – “that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining,…” Session was held from 9:00 a.m. until 9:48 a.m. Gary and Valerie Hunt, Human Resources, were present.

[9:59:25 AM](#)

**Public Works**

Public Works Director O'Brien reported on maintenance, noting Farmers Electric completed the electrical work for the freezers in the corrections department and a final draft and quote is expected on the file system in the district court office.

Director O'Brien reviewed budgets and confirmed that the changes he discussed during the budget workshops with the Board had been made to the appropriate proposed budgets for 2016.

**Annual Road Construction Program**

Assistant Engineer Colyar, along with Public Works Director O'Brien, reviewed each of the proposed road projects scheduled for the coming year.

Director O'Brien then reviewed the equipment purchases and estimated costs scheduled for 2016.

### **2015-2016 County Wide Crushing Project**

Public Works Director O'Brien reported the 2015-2016 County Wide Crushing Project contractor, Seubert Excavators, has the potential to produce extra top course and has estimated that 4,800 extra tons of top course will be crushed, an amount over the 1,800 ton acceptable overage under the terms of the contract. The cost to the county for additional crushing will fall below the engineer's estimate for the project.

Based upon the recommendation of the Public Works Department, Board **consensus authorized Seubert Excavators to crush an additional 4,800 tons of top course.**

[11:00:36 AM](#)

[11:06:30 AM](#)

### **Exit Conference – Accountability Audit 2014**

The exit conference for the 2014 Accountability Audit was conducted by Ginny Waltman, Audit Manager; Crystal Fenton, Assistant Audit Manager; and, Shelby Bigness, Assistant Auditor (Lead).

The areas examined during the audit included cash receipting; contracts/-agreements; procurement; property taxes/assessments; payroll/personnel; payments/expenditures; and, Sheriff financial operations/custody of evidence. The audit produced no findings.

The next audit is scheduled for July, 2016 to cover the general areas of financial statements and federal programs at an estimated cost of \$15,066 plus travel expenses. An accountability audit is anticipated in the fall of 2016 with estimated costs of \$16,275 plus travel expenses.

[11:27:14 AM](#)

[11:29:32 AM](#)

### **Shared Vacation Leave**

The Board approved by **consensus the requested sharing of vacation time on behalf of E-911 Dispatch employee (Bobbi Hunt).**

[11:34:18 AM](#)

**Recess @ 12:00**

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

[1:20:14 PM](#)

### **Law and Justice Council**

Commissioner Stevens moved, Hartwig seconded, to *set the date and time of the first Law and Justice Council meeting of 2016 for Thursday, January 21, 2016 at 1:00 p.m. at the Othello Public Services Building, Othello and to direct the Clerk of the Board send a memorandum of notice of meeting to all designated members of the Council.* **Motion carried.**

[1:27:49 PM](#)

[1:30:06 PM](#)

### **Public Hearing – Amend 2015 Budget**

It being the time of 1:30 p.m. and the place set for the public hearing to consider amendments to the 2015 Adams County Budget, Chairman Hartwig convened the public hearing.

Present were Auditor Hunt; Treasurer Danekas; Public Works Director O'Brien; Juvenile Administrator Garza; Court Administrator Bauer; Economic Development Director McFadden; Sheriff Wagner; Central Services Director Boness; and, Prosecutor Flyckt. There were no members of the public present.

The Board reviewed the proposed amendments with the departments citing the reasons for their respective amendment requests.

Hearing no further comments, Chairman Hartwig closed the public hearing at 2:01 p.m.

[2:01:53 PM](#)

### **Waste 2 Resources Community Litter Cleanup Program Agreement**

Commissioner Stevens moved, Hartwig seconded, to *authorize the Chairman to sign Waste 2 Resources Community Litter Cleanup Program Agreement #W2RCLCP-1517-AdCoPW-00024, between the State of Washington Department of Ecology and Adams County (Public Works), effective July 1, 2015 through June 30, 2017 for a total eligible cost of \$44,510 to remove litter and illegally dumped material from public lands and/or provide litter and illegal dump prevention education to citizens and other organizations.* **Motion carried.**

[3:25:35 PM](#)

### **Environmental Health Fee Schedule**

Timm Taff, Environmental Health, revised EH Fee Schedule items based on input received from the Board during the December 9 meeting. The revisions are as follows:

- Food Program
  - Complex Menu            increased from \$350 to \$375
  - Simple Menu            increased from \$220 to \$230
  - Senior Center            set at \$100
  
- On-Site Sewage/Land Development Program
  - Soil Evaluation/Testhole/Applicant Requested  
Site Visit            increased from \$150 to \$200

Commissioner Stevens moved, Hartwig seconded, to *approve and adopt the revisions set forth to the Adams County Health Department Environmental Health Fee Schedule to be effective January 1, 2016.*  
**Motion carried.**

**Increasing Taxing District's Regular Levy**

Commissioner Stevens moved, Hartwig seconded, to *approve Resolution No. R-033-2015 In the Matter of Increasing the Taxing District's Regular Levy from which was Levied the Previous Year (County Road) per RCW.84.55.120.* **Motion carried.**

**Tax Levies Certification**

Commissioner Stevens moved, Hartwig seconded, to *approve Resolution No. R-034-2015 In the Matter of Tax Levies Certification for 2016 and County Population Certification as of April 1, 2015.* **Motion carried.**

**Resolution No. R-035-2015**

Commissioner Stevens moved, Hartwig seconded, to *approve Resolution No. R-035-2015 In the Matter of Transferring Funds from Current Expense Employment Liability Fund #001D to Current Expense Fund #001.* **Motion carried.**

**Resolution No. R-036-2015**

Commissioner Stevens moved, Hartwig seconded, to *approve Resolution No. R-036-2015 In the Matter of Transferring Funds from E-911 Reserve Fund #103A to Adams County Capital Projects Fund #322.*  
**Motion carried.**

**Resolution No. R-041-2015**

Commissioner Stevens moved, Hartwig seconded, to *approve Resolution No. R-041-2015 In the Matter of a Continuance of the Noxious Weed Assessment Rate Increase.* **Motion carried.**

**Consent Agenda**

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

Preliminary minutes of December 7 and 9, 2015

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	159508 – 159524	\$ 12,052.96
104	159525 – 159551	\$ 11,107.39
117	159552 – 159555	\$ 2,300.35
119	Hand Pays	\$ 27,923.04
122	159556	\$ 3,095.22
123	159557 – 159558	\$ 722.00
166	159559 – 159565	\$ 2,320.90
323	159566	\$ 20,000.00
502	159567 – 159576	\$ 6,430.91
108	2319 – 2320	\$ 1,312.05
115	2321 – 2328	\$ 1,584.19
401	2329 – 2230 & 2263	\$ 769.04
501	2331 – 2335	\$ 9,363.53
590	2336 – 2360	\$ 13,342.69
	TOTAL	\$112,324.27

**Resolution No. R-037-2015 In the Matter of Transferring Funds from Crime Victims Comp Fund #135 to Current Expense Fund #001**

**Resolution No. R-038-2015 In the Matter of Transferring Funds from Current Expense Fund #001 to Courthouse O&M Fund #501**

**Resolution No. R-039-2015 In the Matter of Transferring Funds from Current Expense Fund #001 to Adams County Fair Fund #108**

[3:32:36 PM](#)

**Permanent Minutes Signed**

November 30 and December 2, 2015

**Adjournment @ 3:45 p.m.**

Submitted:  
s/Patricia J. Phillips  
Clerk of the Board

Edited and Approved:

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

**RESOLUTION NO. R-033-2015**

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

**IN THE MATTER OF INCREASING THE TAXING DISTRICT'S REGULAR LEVY FROM THAT WHICH WAS LEVIED THE PREVIOUS YEAR (COUNTY ROAD) PER RCW 84.55.120**

**WHEREAS**, the Legislative Authority of Adams County has met and considered its budget for the calendar year 2015; and,

**WHEREAS**, the districts actual levy amount from the previous year was **\$1,620,920**; and,

**WHEREAS**, the population of this district is less than 10,000; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Legislative Authority of Adams County that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2016 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be **\$16,209**, which is a percentage increase of **1.0%** from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in value of state assessed property, and annexations that have occurred and refunds made.

**DATED** this 14<sup>th</sup> day of December, 2015.

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

ATTEST:  
s/Patricia J. Phillips  
Clerk of the Board

**RESOLUTION NO. R-034-2015**

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

**IN THE MATTER OF TAX LEVIES CERTIFICATION FOR 2016 AND COUNTY  
POPULATION CERTIFICATION AS OF APRIL 1, 2015**

**WHEREAS**, the attached document stipulates levy requests provided to the Board of County Commissioners for collection in 2016;

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

**BE IT FURTHER RESOLVED** that the Adams County population is hereby certified at 19,410 as of April 1, 2015 as transmitted by the Office of Financial Management, Olympia, Washington.

**DATED** this 14th day of December, 2015.

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

ATTEST:  
s/Patricia J. Phillips  
Clerk of the Board

**RESOLUTION NO. R-035-2015**

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM CURRENT EXPENSE  
EMPLOYMENT LIABILITY FUND #001D TO CURRENT EXPENSE FUND #001:**

**WHEREAS**, a reserve fund for Current Expense was created by Resolution No. R-47-2010 for the purpose of offsetting certain unanticipated employee costs such as vacation pay off, sick leave pay off, and reimbursable unemployment funds; and

**WHEREAS**, two long term county employees retired in 2015, both having sick leave balances to be paid and one also having annual leave balance to be paid; and

**WHEREAS**, these balances were paid through payroll and reflected as a current expense expenditure; and

**THEREFORE BE IT HEREBY RESOLVED** that the leave balances paid by the Current Expense Operating Fund #001 be reimbursed by the Current Expense Employment Liability Fund #001D in the amount of Twenty One Thousand Nine Hundred Six and 35/100 dollars (\$21,906.35) be transferred from Current Expense Employment Liability Fund #001D to Current Expense Fund #001 Bars 397.00.00.01.

The expenditure transfer breakdown shall be as follows:

0014.000.597.20.10.03 Sick leave payout – J Hunt	\$ 6,699.28
0014.000.597.22.10.02 – Sick/Annual leave payout – C Lantrip	<u>\$15,207.07</u>
Total	\$21,906.35

**DATED** this 14th day of December, 2015.

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

ATTEST:  
s/Patricia Phillips  
Clerk of the Board



**RESOLUTION NO. R-036-2015**

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

**IN THE MATER OF TRANSFERRING FUNDS FROM E-911 RESERVE FUND #103A  
TO ADAMS COUNTY CAPITAL PROJECTS FUND #322**

**WHEREAS**, in 2004 the Adams County Capital Projects Fund was created to facilitate the accounting of the finances for the remodel of a building for the purpose of housing county services in Othello; and,

**WHEREAS**, it is now considered necessary to utilize Capital Projects Fund #322 in the same manner for the construction of an Emergency Communications Tower; and,

**WHEREAS**, in November 2008 the voters approved a local sales tax for emergency communications systems and facilities with this source of income to be used for financing, design acquisition, construction, equipping, operating, maintaining, remodeling, repairing, re-equipping, and improvement of emergency communication systems and facilities; and, E-911 Reserve Fund #103A was created and these sales tax revenues deposited in this fund; and

**WHEREAS**, it has been determined that the Emergency Communications Tower Project expenses shall be paid from the sales tax revenues in Fund #103A; and

**WHEREAS**, the project costs have been paid from Capital Projects Fund #322 and should be completed in 2015, necessitating the total amount of the project contract be transferred from Fund #103A to Fund #322, and

**THEREFORE BE IT HEREBY RESOLVED** that Four hundred ninety two thousand six hundred nine and no 100's dollars (\$492,609) be transferred from E911 Reserve Fund #103A, BARS 597 28 65.01 to the Adams County Capital Projects Fund #322, BARS 397.28.00.00.

**DATED** this 14th day of December, 2015.

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

ATTEST:  
s/Patricia J. Phillips  
Clerk of the Board

**RESOLUTION NO. R-037-2015**

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

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

**WHEREAS**, funds were allocated in the Crime Victims Comp Fund #135 for partial support of personnel in Current Expense for the 2015 Budget Year;

**THEREFORE BE IT HEREBY RESOLVED** that Twenty Four Thousand and no/100 dollars (\$24,000) be transferred from Crime Victims Comp Fund #135, BARS 597.15.10.001 to Current Expense Fund #001, BARS 397.15.10.00.

**DATED** this 14th day of December, 2015.

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

ATTEST:  
s/Patricia J. Phillips  
Clerk of the Board

**RESOLUTION NO. R-038-2015**

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM CURRENT EXPENSE FUND  
#001 TO COURTHOUSE O&M FUND #501.**

**WHEREAS**, funds were allocated in Current Expense Fund #001 for the operation of Courthouse O&M Fund #501; and

**THEREFORE BE IT HEREBY RESOLVED** that Fifty four thousand six hundred sixty six and no/100 dollars (\$54,666) be transferred from Current Expense Fund #001, BARS 597.18.00.01 to Courthouse O&M Fund #501, BARS 397.18.30.00.

**DATED** this 14th day of December, 2015.

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

ATTEST:  
s/Patricia J. Phillips  
Clerk of the Board

**RESOLUTION NO. R-039-2015**

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

**IN THE MATTER OF TRANSFERRING FUNDS FROM CURRENT EXPENSE FUND  
#001 TO ADAMS COUNTY FAIR FUND #108**

**WHEREAS**, funds were allocated in Current Expense Fund #001 for the support of the Adams County Fair Fund #108; and

**WHEREAS**, the Adams County Fairgrounds required additional labor and materials to repair and maintain the grounds and is in need of additional funding; and

**THEREFORE BE IT HEREBY RESOLVED** that Twenty thousand and no/100's dollars (\$20,000) be transferred from Current Expense Fund #001 Dept 099, BARS 597.73.00.01 to Adams County Fair Fund #108, BARS 397.75.00.00.

**DATED** this 14<sup>th</sup> day of December, 2015.

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

ATTEST:  
s/Patricia J. Phillips  
Clerk of the Board

**RESOLUTION NO. R-041-2015**

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

**IN THE MATTER OF A CONTINUANCE OF THE NOXIOUS WEED ASSESSMENT  
RATE INCREASE**

**WHEREAS**, the Adams County Noxious Weed Board in a letter dated October 8, 2013 and received by the Adams County Board of Commissioners on November 10, 2013 requested an assessment rate increase for Incorporated Town Parcels from \$5.00 to \$7.50; as well as a Minimum Billing per Assessed Parcel from \$5.00 to \$7.50; and,

**WHEREAS**, a public hearing was held before the Adams County Board of Commissioners on December 2, 2013 to review and accept public comment on the proposed assessment increase; and,

**WHEREAS**, a one (1) year rate assessment increase was authorized for Incorporated Town Parcels from \$5.00 to \$7.50; and; a one (1) year rate assessment increase was authorized for Minimum Billing Per Assessed Parcel from \$5.00 to \$7.50; and

**WHEREAS**, the Adams County Board of Commissioners, the Adams County Treasurer, and the Adams County Auditor jointly agree that a continuation of these rates is necessary for the Adams County Noxious Weed Control Board to operate within their budget;

**THEREFORE, BE IT HEREBY RESOLVED** that continuance of the assessment increase granted by adoption of Resolution No. R-51-2013 on December 23, 2013; is authorized.

**DATED** this 14th day of December, 2015.

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

ATTEST:  
s/Patricia J. Phillips  
Clerk of the Board