

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse Ritzville, Washington Regular Meeting

January 25, 2016

(Monday)

Call to Order @ 8:30 a.m.

Present:

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

Employee Evaluation

Executive session under RCW 42.30.110(1)(g) – "...to review the performance of a public employee." Employee evaluation was held from 9:15 a.m. until 9:43 a.m. Clerk of the Board Patricia Phillips was present.

[9:58:54 AM](#)

Public Works

Director O'Brien and Engineer Yaeger gave weekly reports on gravel road maintenance; pavement road restrictions; culverts; and, crushing.

Facility Maintenance

Public Works Director O'Brien noted the following:

- Carpet is being installed in the Adams County Health Department Building, Ritzville; currently looking at repair options for the roof leaking there
- The initial quote for the filing system for the District Court office is for a higher capacity than needed and the company was asked to submit another estimate for a lesser capacity
- Architect Paul Coppock is working with the Public Works Department on specifications for the backup generator at the Public Services Building, Othello

QUADCO

Public Works Director O'Brien attended the QUADCO meeting last week and reported the City of Othello was granted \$25,000 for an intersection control analysis project for SR 26 and 14th Avenue as well as SR 24 and Bench Road. The City of Othello is required to contribute \$25,000 in

matching funds and has requested the County provide the matching funds. Director O'Brien reported that the County was not informed of the City of Othello's application for funding prior to receiving the award and, as such, did not budget funding for the project in the Public Works 2016 budget.

County Owned Property

Adams County Building Inspector Tim Unruh inspected an Adams County property, Parcel No. 1935230601001, located at 1006 Pine Avenue, Ritzville. Mr. Unruh determined the building on the property to have suffered heavy structural damage to the rafters and roof by a previous fire. Based on Inspector Unruh's review, Loren Wiltse, Adams County Building Official, recommended removal of the structure. **The Board concurred with Wiltse's recommendation and directed the Public Works Department to begin demolition of the structure on the property.**

Diversion of County Road Funds

The Board determined a need for a diversion from County Road resources for the purpose of funding a portion of traffic law enforcement. Engineer Yaeger noted an amendment to the County Road portion of the budget will need to take place as well as an agreement in place between the Sheriff's Department and the Board. The Sheriff's Department will be responsible for documenting reimbursable expenses and reimbursements.

Public Works will certify to Washington State County Road Administration Board (CRABoard) the intent of Adams County to use the diversion process (Little D) under the reimbursement of expenditures, up to \$100,000. The Sheriff's Department will invoice, with required documentation, up to \$25,000 quarterly. Certification is required by the Board Chairman; Auditor; Sheriff; and, County Engineer that all funds that were diverted and reimbursed were used appropriately for county road traffic policing purposes.

[10:51:10 AM](#)

[10:58:20 AM](#)

Sheriff's Department

Sheriff Wagner and Undersheriff Coronado met with the Board to review qualification requirements currently in the Adams County Sergeant Job Description, Position #1202. Wagner requested the Board adjust the minimum qualifications to address experience outside of Adams County as an alternative to required years of Adams County service.

No action was taken on this matter pending further review by the Board.

Disability Rights Organization

The Adams County Sheriff's Office has received a letter from a Disability Rights Organization with a purpose of visiting jails in Washington State. Further discussion will be held and Adams County will attempt to coordinate a response following other counties in the state. The organization is requesting freedom of access to all areas of the jail with the ability to walk freely among the prisoner cells without being guided as well as the ability to take photos. March 8, 2016 is the date scheduled for an on-site visit from the organization.

[11:49:22 AM](#)

Recess @ 12:00

Reconvene @ 1:00 p.m.

Employee Evaluation

Executive session under RCW 42.30.110(1)(g) – "...to review the performance of a public employee." Employee evaluation was held from 1:30 p.m. until 2: 25 p.m. Public Works Director Todd O'Brien was present.

[2:59:32 AM](#)

E911

Angie Fode, E911 Coordinator, met with the Board to review the quotes received for a telephone system upgrade in her department. Fode was directed to prepare a written bid tabulation for review by the Board prior to approval of a contract.

[3:35:24 PM](#)

[4:27:13 PM](#)

Adams County Exempt Employee Salary Schedule

Commissioner Stevens moved, Hartwig seconded, to *rescind Board action taken during regular proceedings on December 21, 2015 eliminating Range 6 on the Adams County Exempt Employee Salary Schedule and moving current employees on the EE6 Range to the M1 Range on the Management Level Salary Schedule to have taken effect January 1, 2016. The motion is to include all employees placed from Range EE6 to M1 on January 1, 2016 will revert back to EE6 at the step placement they were on December 31, 2015; retain their anniversary step increase dates; and, receive any increased wages on January 1, 2016 from salary increases granted by the Board. Motion carried.*

Resolution No. R-003-2016

Commissioner Hartwig moved, Stevens seconded, to *approve Resolution No. R-03-2016 In the Matter of Granting Authority for the Housing*

Authority of Grant County to Operate Within the Territorial Boundaries of Adams County. Motion carried.

Interlocal Agreement between Adams County and Housing Authority of Grant County

Commissioner Hartwig moved, Stevens seconded, to *authorize the Chairman to sign the Interlocal Agreement between Adams County and the Housing Authority of Grant County, Moses Lake, WA to assist Adams County in the provision of assistance to low income and homeless persons in Adams County as necessary and authorized under RCW 35.82.070. Motion carried.*

Amendment to Adams County Job Description, Position #1202

Commissioner Stevens moved, Hartwig seconded, to *approve an Amendment to Adams County Summary Job Description, Sergeant, Position #1202, specifically pertaining to Section 6.0 Minimum Qualifications, Subsection 6.2, amending the required experience years as a commissioned deputy with the Adams County Sheriff's Office from three (3) years to two (2) years for eligibility to take the civil service examination for Sergeant; and, satisfactory service with another police agency or law enforcement agency, or related experience, may, at the discretion of the Sheriff, be substituted for Adams County Sheriff's Office service. Motion carried.*

Road Levy Certification

Commissioner Stevens moved, Hartwig seconded, to *authorize the Chairman to sign the CRABoard Road Levy Certification for 2016. Motion carried.*

Consent Agenda

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

Preliminary minutes of January 19, 2016

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 | 160081 – 160125 | \$ 28,488.92 |
| 001 | Hand Pays | \$ 414.85 |

| | | | |
|------|-----------------|----|--------------|
| 001E | 160126 – 160127 | \$ | 430.16 |
| 103 | 160128 – 160129 | \$ | 13,567.53 |
| 104 | 160130 – 160136 | \$ | 20,416.19 |
| 105 | 160137 – 160141 | \$ | 51,241.66 |
| 111 | 160142 – 160143 | \$ | 10,000.00 |
| 112 | 160144 | \$ | 146.50 |
| 117 | 160145 – 160147 | \$ | 651.52 |
| 123 | 160148 | \$ | 432.00 |
| 130 | 160149 | \$ | 106.33 |
| 502 | 160150 | \$ | 606.96 |
| 108 | 0015 | \$ | 102.05 |
| 115 | 0016 – 0026 | \$ | 27,891.33 |
| 401 | 0027 – 0031 | \$ | 1,772.46 |
| 501 | 0032 – 0035 | \$ | 1,421.34 |
| 590 | 0036 – 0061 | \$ | 19,469.53 |
| | TOTAL | | \$177,159.43 |

Resolution No. R-002-2016 In the Matter of Transferring Funds from Current Expense Fund #001 to Emergency Services Fund #106

[4:35:23 PM](#)

Permanent Minutes Signed

January 11 and 13, 2016

Correspondence Received

Adams County Pet Rescue, President Kyya Grant re: report of activities and goals and request for 2016 County budget allocation

Notice of Marijuana License Application re: Evil Spirits Production, 669 N. Richards Road, Ste. D, Ritzville

Michael J. Morgan, Attorney re: Public Defender Quarterly Report for 4th Quarter, 2015

Amy Corrigan, Manager, Public Employees Benefits Board re: Denial of Adams County request for participation in PEBB Program

Notice of Marijuana License Application re: Prime Time Ventures, 986 E. Hampton Road, Ste. 3, Lind

Adjournment @ 4:45 p.m.

Submitted:

s/Patricia J. Phillips

Clerk of the Board

Edited and Approved:

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

RESOLUTION NO. R-002-2016

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

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

WHEREAS, funds were allocated in Current Expense Fund #001 for support of
Emergency Services Fund #106; and

THEREFORE BE IT HEREBY RESOLVED that Forty-five thousand seven hundred
twenty-three and no 100's dollars (\$45,723) be transferred from Current Expense Fund
#001/099 BARS 597.25.00.01 to Emergency Services Fund #106 BARS 397.25.60.00.

DATED this 25th day of January, 2016.

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

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

RESOLUTION NO. R-003-2016

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

**IN THE MATTER OF GRANTING AUTHORITY FOR HOUSING AUTHORITY OF
GRANT COUNTY TO OPERATE WITHIN THE TERRITORIAL BOUNDARIES OF
ADAMS COUNTY**

WHEREAS, Adams County recognizes a need for Housing Authority of Grant County to be able to operate within territorial boundaries of Adams County for the purpose of providing assistance to low income and homeless persons on a limited basis in Adams County;

WHEREAS, RCW.35.82.070(13) requires legislative authority declaring a need for said operation within territorial boundaries; and

THEREFORE, Adams County Board of Commissioners hereby declares a need for Housing Authority of Grant County to operate within the boundaries of Adams County pursuant to the statute set forth above.

DATED this 25th day of January, 2016.

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

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