

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

July 12, 2022 – 9:00 a.m.
(Tuesday)

Call to Order

Chairman Weise called the meeting to order.

Present:

Chairman Jay R. Weise
Vice-Chairman Terrance J. Thompson
Commissioner Dan C. Blankenship

Pledge of Allegiance

Chairman Weise led the Pledge of Allegiance.

Approval/Addition of Agenda

Commissioner Weise moved, Blankenship seconded, to approve the agenda as presented with the following additions:

1. Executive Session under RCW 42.30.110(1)(i) following bid opening at 1:30 p.m.
2. E-911 Contract No. E23-001 (discussion)

Motion carried.

Consent Agenda

Commissioner Blankenship moved, Thompson seconded, to approve the consent agenda as presented. **Motion carried.**

Minutes

Approve Preliminary Minutes of June 28 and 29, 2022

Payroll

Approve June 16 – 30, 2022 Payroll in the amount of \$506,067.68; and, Benefits in the amount of \$246,614.60 (Warrant # Series 532879-532890; Direct Deposit # Series 72553-72740; Benefit/Deduction # Series 1165237-1165244)

Vouchers

Approve 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	22-1949 – 22-1978	\$ 62,118.98
001	Hand Pays	\$ 1,628.02
0018H	22-1979	\$ 1,290.07
103	22-1980 – 22-1983	\$ 1,158.92
106	22-1984 – 22-1985	\$ 1,721.35
130	22-1986 – 22-1988	\$ 752.39
131	22-1989	\$ 43.10
166	22-1990 – 22-1997	\$ 1,962.41
502	22-1998 – 22-2006	\$ 6,467.24
502	Hand Pays	\$ 217.95
108	923 – 924	\$ 418.76
115	925 – 933	\$ 21,933.42
401	934 – 939	\$ 2,372.47
501	940 – 944	\$ 2,502.08
590	945 – 967	\$ 24,202.16
	TOTAL	\$128,789.32

Resolution No. R-022-2022

Human Resources

Approval of Resolution No. R-022-2022 In the Matter of Adopting the Modified Job Description for Position No. 1900 – Human Resource Manager. **Motion carried.** (CP07052022)

Public Comment – None

Correspondence

Washington State Liquor and Cannabis Board re: Painted Stump, 1199 W. Cunningham Road, Othello, License Number 412997 (license will be discontinued if an appeal is not received).

Attorney Barrett Scudder re: Public Defender Quarterly Report for 2nd Quarter, 2022

Attorney Kyle R. Smith re: Public Defender Quarterly Report for 2nd Quarter, 2022

Attorney James Van Valkenburg re: Public Defender Quarterly Report for 2nd Quarter, 2022

Adams County Board of Health

An application for appointment to the Adams County Board of Health was received from Timm Taff, Othello. The matter will be reviewed later in session.

Board Updates

Commissioner Blankenship updated the Board on the Broadband project.

Board Discussion/Decision Items

Human Resources

Manager Perez provided updates on negotiation preparation; employee identification cards; Paid Family Medical Leave (PFML); proposed policy on requests for new positions or reclassifications of current positions; and, applications received for the Human Resource Manager position.

Central Services

Director Boness provided updates on the WSU building internet connection repair; the county intranet site; the process of inventorying computers; employee KnowBe4 training; and, the server necessary for additional space, noting delivery has been delayed.

Permanent Minutes Signed

June 21 and 22, 2022

Executive Session – Employee Evaluation

At 10:46 a.m. Chairman Weise announced the Board would recess into Executive Session for thirty (30) minutes under RCW 42.30.110(1)(g) – “...to review the performance of a public employee.” Geographic Information Systems (GIS) Director Stolsig and Prosecutor Flyckt were present.

At 11:16 a.m. the Board reconvened from Executive Session. No action taken.

At 11:16 a.m. Chairman Weise announced the Board would recess back into Executive Session for fifteen (15) minutes under RCW 42.30.110(1)(g) – “...to review the performance of a public employee.” Geographic Information Systems (GIS) Director Stolsig and Prosecutor Flyckt were present.

At 11:31 a.m. the Board reconvened from Executive Session. No action taken.

At 11:31 a.m. Chairman Weise announced the Board would recess back into Executive Session for thirty (30) minutes under RCW 42.30.110(1)(g) – "...to review the performance of a public employee." Emergency Management Director Duffey and Prosecutor Flyckt were present.

At 12:01 p.m. the Board reconvened from Executive Session. No action taken.

Recess @ 12:05 p.m.
Reconvene @ 1:00 p.m.

Other Business

Geographic Information Systems (GIS)

Commissioner Blankenship moved, Thompson seconded, to authorize GIS Director Cory Stolsig a step increase from M1/S2 to M1/S3 on the Adams County Management Salary Schedule, effective August 17, 2022, based on achieving a satisfactory level of performance during the respective evaluation period. **Motion carried.**

Emergency Management

Commissioner Blankenship moved, Thompson seconded, to authorize Emergency Management Director Sandi Duffey a step increase from M1/S2 to M1/S3 on the Adams County Management Salary Schedule, effective August 16, 2022, based on achieving a satisfactory level of performance during the respective evaluation period. **Motion carried.**

Board of Health

Commissioner Blankenship moved, Thompson seconded, to appoint Timm Taff, Othello, to the Adams County Board of Health, effective immediately, with the term of the appointment to be determined. **Motion carried.**

E-911

Commissioner Blankenship moved, Thompson seconded, to authorize the Chairman to sign Contract No. E23-001 between Adams County and Washington State Military Department State 911 Coordination Office FY23 in the amount of \$421,898 for the period July 1, 2022 through August 15, 2023; and, Signature Authorization Form (full Board). **Motion carried.**

Adams County Shop and Storage Addition (Lind)

It being the date and time set for bid opening on the Adams County Shop and Storage Addition (Lind), bids were opened from:

DUG Excavation P. O. Box 677 Othello, WA 99344	\$243,000
Blew's Construction, Inc. 12929 E. Sprague Avenue, Suite 202 Spokane Valley, WA 99216	\$345,000
Halme Builders 27241 State Route 25 N Davenport, WA 99122	\$265,000

Architect's Estimate: \$250,000

Executive Session

At 1:39 p.m. Chairman Weise announced the Board would recess into Executive Session for thirty (30) minutes under RCW 42.30.110(1)(i) – “To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.”

Additionally present were Prosecutor Flyckt and Sheriff Wagner. No action anticipated.

At 2:09 p.m. the Board reconvened from Executive Session. No action taken.

At 2:09 p.m. Chairman Weise announced the Board would recess back into Executive Session for fifteen (15) minutes under RCW 42.30.110(1)(i) – “To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the

discussion is likely to result in an adverse legal or financial consequence to the agency.” Additionally present were Prosecutor Flyckt and Sheriff Wagner. No action anticipated.

At 2:24 p.m. the Board reconvened from Executive Session. No action taken.

Adjournment @ 2:54 p.m.

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

Edited and Approved:

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Jay R. Weise, Chairman
s/Terrance J. Thompson, Vice-Chairman
s/Dan C. Blankenship, Commissioner

RESOLUTION NO. R-022-2022

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

**IN THE MATTER OF ADOPTING THE MODIFIED JOB DESCRIPTION FOR
POSITION NO. 1900 – HUMAN RESOURCE MANAGER**

WHEREAS, job descriptions are periodically reviewed for accuracy; and

WHEREAS, the current job description for Position No. 1900 – Human Resource Manager does not fully outline the supervision received, minimum qualifications, and required knowledge and abilities relevant to this position.

THEREFORE BE IT HEREBY RESOLVED that the job description for Position No. 1900 – Human Resource Manager is hereby modified to reflect up-to-date requirements of this position as set forth in the attached document.

BE IT FURTHER RESOLVED that Position No. 1900 – Human Resource Manager will remain classified at Range M3 on the Adams County Management Salary Schedule.

DATED this 12th day of July, 2022.

**BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Jay R. Weise, Chairman
s/Terrance J. Thompson, Vice Chairman
s/Dan C. Blankenship, Commissioner**

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