

## COMMISSIONERS' PROCEEDINGS

Regular Meeting  
Adams County Courthouse  
Ritzville, Washington

September 21, 2022 – 9:00 a.m.  
(Wednesday)

### 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, Thompson seconded, *to approve and the following item to the agenda; and approve the agenda as amended.*

1. *Juan Garza, Juvenile Administrator*

**Motion carried.**

### Board Workshop

#### Public Works

Engineer Yaeger provided the weekly update on the Cunningham Road Widening Project; pavement management; and bridge inspections.

Additionally, Yaeger reported on road maintenance; solid waste; and, facilities.

#### Lind-Hatton Road Project #5

Commissioner Blankenship moved, Thompson seconded, *to approve Pay Estimate #3/Final (Retainage) in the amount of \$22,266.74 to HLT Construction, Inc., Usk, Washington, for retainage on the Lind-Hatton Road Project #5 Project – CRP-185.* **Motion carried.**

### Cunningham Road Widening #2 Project

Commissioner Blankenship moved, Thompson seconded, to *approve Pay Estimate #2 in the amount of \$125,648.82 to Total Site Services, LLC, Richland, Washington for work completed August 1, 2022 through August 31, 2022 on the Cunningham Road Widening #2 Project – CRP-186.*

**Motion carried.**

### Elections Equipment

Auditor Hunt requested and received **consensus authorization to begin the process of declaring certain elections equipment as surplus.** A public hearing to hear the matter is set for Tuesday, October 11, 2022 at 1:30 p.m. in Room 202 of the Adams County Courthouse, Ritzville.

### Juvenile Department

Juvenile Administrator Garza reviewed current staffing in his department noting a request of staff position changes. Judge Dixon was present and voiced his support for Garza's request. The Board noted requested step increases do not follow the current personnel policy with additional information necessary to move forward. No action was taken pending additional information. Additionally present was Administrative Assistant Olascon.

### Central Services

A discussion regarding server issues with the T2 program in the Assessor and Treasurer programs was reviewed with Central Services Director Boness noting he is expecting the system to reboot but does not have a concrete answer why the issue occurred. Boness reported all data is intact, however, it cannot be accessed at this time; and, additional time is necessary to continue working on the issue.

Additionally present were Assessor Rodriguez and Treasurer Meise.

**Recess @ 11:39 a.m.**

**Reconvene @ 1:08 p.m.**

### Elected Official Forum

An elected official forum was held with the following items discussed:

- Budget Process – dates were set for budget workshops for October 5, 12 and 19, 2022.
- Request for New Positions and/or Reclassification of Positions – a draft has been developed and will be sent out for review.

- Collective Bargaining Agreement (CBA) negotiations are currently in process. Corrections/Courthouse CBA and Public Works CBA expire at the end of the year.
- Reminders sent by HR to remind elected officials of probationary requirements was requested
- Internal County Issues – Purchasing Policy modification was reviewed.
- IT Issues – there were issues with the T2 program, affecting the Assessor and Treasurer offices.
- Public Records – still researching software solutions.
- Language Link – something that needs to be looked at, availability of telephone lines, may need re-evaluation of the current equipment
- Building Security – meetings have been held for courthouse security and equipment is being purchased.
- Future Training – Sheriff Wagner reported on internal staff trainings.
- In-Service Training
- Proposed training on CBA discipline issues

Present were Prosecutor Flyckt; Treasurer Meise; Sheriff Wagner (virtually); Auditor Hunt; Judge Russell; and, Clerk Sloan.

Each elected official present was asked to provide an update on their office activities.

### **Executive Session**

At 3:05 p.m. Chairman Weise announced the Board would recess into Executive Session for fifteen (15) minutes under RCW 42.30.110(1)(g) – “To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.” Additionally present were Prosecutor Flyckt; Assessor Rodriguez; Treasurer Meise; and, Human Resources Manager Campbell.

At 3:20 p.m. the Board reconvened from Executive Session. No action taken.

### **Adjournment @ 3:21 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