

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

February 14, 2023 – 9:00 a.m.
(Tuesday)

Call to Order

Chairman Weise called the meeting to order.

Present:

Chairman Jay R. Weise
Vice-Chairman Dan C. Blankenship
Commissioner Miguel A. Garza

Pledge of Allegiance

Chairman Weise led the Pledge of Allegiance.

Public Comment – None

Approval/Addition of Agenda

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

Consent Agenda

Commissioner Garza moved, Blankenship seconded, to *remove Item “e” (Resolution No, R-011-2023) from the consent agenda; and, approve the consent agenda as amended*. **Motion carried.**

Payroll

Approve January 16 - 31, 2023 Payroll in the amount of \$560,410.29; and, Benefits in the amount of \$273,851.68 (Warrant # Series 532988-532992; Direct Deposit # Series 75094-75272; Benefit/Deduction # Series 1169156-1169164 & 1169198)

Resolution No R-009-2023

Approve Resolution No. R-009-2023 In the Matter of Modifying the Job Description for Position No. 402 – Technology Services Assistant;

Adopting the Job Description; Modifying Annual Hours of the Position; and, Setting a New Compensation Range

Resolution No. R-010-2023

Approve Resolution No. R-010-2023 In the Matter of Modifying the Job Description for Adams County Position No. 1216 – Administrative Assistant; Adopting the Job Description; and, Reclassifying the Same.

Resolution No. R-012-2023

Approve Resolution No. R-012-2023 In the Matter of Notice to Contractors – Liquid Asphalt Suppliers

Resolution No. R-013-2023

Approve Resolution No. R-013-2023 In the Matter of Notice to Contractors – Bulk Asphalt Suppliers

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	4741 – 4767	\$105,342.46
103	4768 – 4769	\$ 10,030.17
103A	4770 – 4771	\$ 1,577.90
104	4772 – 4785	\$ 11,861.98
111	4786	\$ 3,000.00
122	4787	\$ 28.00
123	4788	\$ 197.57
166	4789 – 4794	\$ 1,977.00
502	4795 – 4799	\$ 4,411.52
108	106 – 108	\$ 2,247.87
115	109 – 115	\$ 7,537.11
321	116	\$ 380.45
401	117 – 122	\$ 91,455.40
501	123 – 129	\$ 13,955.38
590	130 – 150	\$123,208.82
	TOTAL	\$377,211.63

Correspondence – None

Board Updates

Commissioner Garza reported he delivered the 2023 county budget allocations to area senior centers.

Commissioner Blankenship reported on the Broadband process as well as legislative issues.

Commissioner Weise reported he spent a portion of last week reviewing county policy.

Board Discussion/Decision Items

Human Resources

Director Campbell cancelled her scheduled appointment.

Public Works

Engineer Yaeger provided the weekly report on road maintenance; facilities; solid waste; and, miscellaneous engineering projects.

Water Tanker Trailer

Engineer Yaeger reported the Public Works Department has researched replacements for water tanker trailers, noting one county tanker was decommissioned and sold at the most recent auction for \$2,035. The State of Washington Department of Transportation will be selling a tanker trailer, located in Ritzville, at a purchase price of \$11,000. The tanker is a 1996 stainless steel 45' trailer in above-average condition. Yaeger noted that this is not a budgeted item, however would utilize funds allocated for used water truck chassis, decreasing the amount available for the tractor replacements. A counteroffer will be made and see if the DOT accepts the offer.

Commissioner Blankenship moved, Garza seconded, to *authorize the Public Works Department to move forward with the purchase of the tanker trailer.* **Motion carried.**

Other Business – None

Executive Session

At 11:00 a.m. Chairman Weise announced the Board would recess 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 was Prosecutor Flyckt.

At 11:15 a.m. the Board reconvened from Executive Session. No action taken.

Adjournment @ 11:15 a.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/Dan C. Blankenship, Vice-Chairman
s/Miguel A. Garza Commissioner

RESOLUTION NO. R-009-2023

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

IN THE MATTER OF MODIFYING THE JOB DESCRIPTION FOR ADAMS COUNTY POSITION NO. 402 – TECHNOLOGY SERVICES ASSISTANT; ADOPTING THE JOB DESCRIPTION; MODIFYING ANNUAL HOURS OF THE POSITION; AND, SETTING A NEW COMPENSATION RANGE

WHEREAS, job descriptions are periodically reviewed for accuracy; and

WHEREAS, the currently adopted job description for Position No. 402 – Technology Services Assistant does not outline all the duties and responsibilities required of the position; and

WHEREAS, there is concurrence that there is sufficient need for the position to become a full-time position for the efficient functioning of the Central Services department.

THEREFORE BE IT HEREBY RESOLVED that the attached job description for Position No. 402 – Technology Services Assistant is hereby adopted.

BE IT FURTHER RESOLVED that Position No. 402 – Technology Services Assistant is modified from a part-time position to a full-time position.

BE IT FURTHER RESOLVED that Position No. 402 – Technology Services Assistant is reclassified from Range 6 on the Adams County Non-Represented Salary Schedule to Range 9 on the Adams County Non-Represented Salary Schedule.

DATED this 14th day of February, 2023.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Jay R. Weise, Chairman
s/Dan C. Blankenship, Vice Chairman
s/Miguel A Garza, Commissioner

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

RESOLUTION NO. R-010-2023

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

**IN THE MATTER OF MODIFYING THE JOB DESCRIPTION FOR ADAMS COUNTY
POSITION NO. 1216 – ADMINISTRATIVE ASSISTANT; ADOPTING THE JOB
DESCRIPTION; AND, RECLASSIFYING THE SAME**

WHEREAS, a review was performed of the duties and responsibilities of Position No. 1216 – Administrative Assistant within the Adams County Sheriff’s Office; and

WHEREAS, the currently adopted job description for Position No. 1216 – Administrative Assistant does not outline all the duties and responsibilities required of the position; and

WHEREAS, it was determined that other positions within the County perform similar duties and responsibilities; and

WHEREAS, there is a discrepancy between the classification of these positions.

THEREFORE BE IT HEREBY RESOLVED that the attached job description for Position No. 1216 – Administrative Assistant is hereby adopted.

BE IT FURTHER RESOLVED that Position No. 1216 – Administrative Assistant is reclassified from Range 9 on the Adams County Non-Represented Salary Schedule to Range EE1 of the Adams County Exempt Level Salary Schedule

DATED this 14th day of February, 2023.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Jay R. Weise, Chairman
s/Dan C. Blankenship, Vice Chairman
s/Miguel A Garza, Commissioner

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

RESOLUTION NO. R-012-2023

NOTICE TO CONTRACTORS / LIQUID ASPHALT SUPPLIERS

**County of Adams
Department of Public Works
Ritzville, Washington**

The Adams County is soliciting Bids from qualified firms with expertise in supplying Liquid Asphalt.

Sealed bids will be received by Adams County at the office of the Board of County Commissioners located in the courthouse at 210 W. Broadway, Ritzville, Washington 99169, **until 1:30 p.m., Tuesday, March 7, 2023** and will be opened and publicly read on **March 7, 2023** at 1:30 p.m. for the following:

**Liquid Asphalt Products 2023
For the purpose of supplying Liquid Asphalt for the Adams County, 2023 County
Wide Sealcoat / Chip seal program.**

The Board of Adams County Commissioners reserves the right to reject any or all bids, to waive informalities or irregularities in the bids or in the bidding, if the best interest of Adams County will be served, or to accept the bid, which in their opinion best serves the interest of Adams County.

Specifications, and proposals may be obtained from the office of the Department of Public Works, 210 W. Alder, Ritzville, Washington, 99169; phone (509) 659-3276.

The 2023 CAPP MAP for delivery locations can be found at:

http://www.co.adams.wa.us/departments/public_works/maintenance.php

Informational copies of maps, plans and specifications are on file for inspection in the office of the Adams County Engineer in Ritzville, Washington.

The Adams County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement,

disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

DATED this 14th day of February, 2023.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Jay R. Weise, Chairman
s/Dan C. Blankenship, Vice-Chairman
s/Miguel A. Garza, Commissioner

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

RESOLUTION NO. R-013-2023

NOTICE TO CONTRACTORS / BULK ASPHALT SUPPLIERS

**County of Adams
Department of Public Works
Ritzville, Washington**

The Adams County is soliciting Bids from qualified firms with expertise in supplying Bulk Asphalt.

Sealed bids will be received by Adams County at the office of the Board of County Commissioners located in the courthouse at 210 W. Broadway, Ritzville, Washington 99169, **until 1:30 p.m., Tuesday, March 7th, 2023** and will be opened and publicly read on **March 7th, 2023** at 1:30 p.m., or as soon thereafter as possible, for the following:

**Bulk Asphalt Products 2023
For the purpose of supplying Bulk Asphalt for the Adams County, 2023 County
Wide Pre-level/Patching program.**

The Board of Adams County Commissioners reserves the right to reject any or all bids, to waive informalities or irregularities in the bids or in the bidding, if the best interest of Adams County will be served, or to accept the bid, which in their opinion best serves the interest of Adams County.

Specifications, and proposals may be obtained from the office of the Department of Public Works, 210 W. Alder, Ritzville, Washington, 99169; phone (509) 659-3276.

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ADAMS COUNTY, WASHINGTON
s/Jay R. Weise, Chairman
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ATTEST:
s/Patricia J. Phillips, CMC
Clerk of the Board