

COMMISSIONERS' PROCEEDINGS

**Regular Meeting
Adams County Courthouse
Ritzville, Washington**

November 26, 2025 – 9:00 a.m.
(Wednesday)

Call to Order

Chairman Garza called the meeting to order.

Present:

Chairman Miguel A. Garza
Vice-Chairman Jay R. Weise (*virtually*)
Commissioner Dan C. Blankenship

Pledge of Allegiance

Chairman Garza led the Pledge of Allegiance.

Approval/Addition of Agenda

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

Executive Session

At 9:02 a.m. Chairman Garza announced the Board would recess into Executive Session for thirty-five (35) minutes under RCW 42.30.110(1)(g) – "...to review the performance of a public employee. Additionally present were Prosecutor Flyckt; Public Works Director Lorenz; and, Emergency Management Director Duffey.

At 9:37 a.m. the Board reconvened from Executive Session.

Board Workshop

Building and Planning

2027 Growth Management Act Periodic Update Grant

Director Lorenz reported that Adams County has been awarded a 2027 Growth Management Act Periodic Update grant in the amount of \$150,000. As part of the acceptance criteria for the grant, the Department

of Commerce is requesting an acceptance letter be signed by the Board of County Commissioners.

Commissioner Blankenship moved, Weise seconded, to *approve a letter signed by the full Board, directed to the Washington State Department of Commerce, constituting formal acceptance of the Growth Management Act 2025-2027 Periodic Update Grant for Adams County, Washington.*

Motion carried.

Departmental Update – Building and Planning

Director Lorenz provided an update on departmental activities, noting planning commission items; building permits; fire marshal activity; and code enforcement.

Levy Certification

Commissioner Blankenship moved, Weise seconded, to *authorize the Chairman to sign Levy Certification for Collection of Levy Amounts for Current Expense in 2026; and, Levy Certification for Collection of Levy Amounts for County Road in 2026.* **Motion carried.**

Closed Session

At 10:13 a.m. Chairman Garza announced the Board would recess into Closed Session for thirty-two (32) minutes under 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, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.” Prosecutor Flyckt was present. Human Resource Manager Campbell joined the session at 10:33 a.m.

At 10:45 a.m. the Board reconvened from Closed Session.

Resolution No. R-037-2025

Commissioner Blankenship moved, Weise seconded, to *approve Resolution No. R-037-2025 In the Matter of Adopting “Computer and Network Policies and Procedures” Dated November 12, 2025; Rescinding Resolution No. R-42-00; and, Amending Section 8 of the Adams County Personnel Policy.* **Motion carried.**

Resolution No. R-038-2025

Commissioner Blankenship moved, Weise seconded, to *approve Resolution No. R-038-2025 In the Matter of Clarifying Certain Aspects of the Adams County Salary Policy; Rescinding Resolution No. R-65-06; and, Amending the Adams County Personnel Policy.* Motion carried.

Tyler Technologies Software as a Service Agreement

The Board provided **consensus authorization for the County Clerk to enter into a contract with Tyler Technologies Software as a Service Agreement for a period of three (3) years from the date of signature.**

Adjournment @ 10:57 a.m.

Submitted:

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

Edited and Approved:

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

RESOLUTION NO. R-037-2025

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

IN THE MATTER OF ADOPTING “COMPUTER AND NETWORK POLICIES AND PROCEDURES” DATED NOVEMBER 12, 2025; RESCINDING RESOLUTION NO. R-42-00; AND, AMENDING SECTION 8 OF THE ADAMS COUNTY PERSONNEL POLICY

WHEREAS, Adams County is responsible for securing its computer systems in a reasonable and economically feasible degree against unauthorized access and/or abuse while making them accessible for authorized and legitimate users; and

WHEREAS, users of the County’s systems are responsible for respecting and adhering to certain standards of conduct and to certain laws.

THEREFORE, BE IT HEREBY RESOLVED that the attached Computer and Network Policies and Procedures dated November 12, 2025 is adopted.

BE IT FURTHER RESOLVED that Resolution No. R42-00 is rescinded.

BE IT FURTHER RESOLVED that Section 8 of the Adams County Personnel Policy is hereby amended and replaced with the Computer and Network Policies and Procedures dated November 12, 2025.

DATED this 26th day of November, 2025.

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

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

RESOLUTION NO. R-038-2025

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

IN THE MATTER OF CLARIFYING CERTAIN ASPECTS OF THE ADAMS COUNTY SALARY POLICY; RESCINDING RESOLUTION NO. R-65-06; AND, AMENDING THE ADAMS COUNTY PERSONNEL POLICY

WHEREAS certain aspects of the Adams County Salary Policy require clarification and amendment.

THEREFORE, BE IT HEREBY RESOLVED as follows:

1. Definitions.
 - a. **Transfer:** Employee is hired for a position in the same or different classification which has the same salary range as current position. There is no change in the anniversary date.
 - b. **Promotion:** A movement of employee from a position in one classification to a position in another classification having a higher maximum salary rate. Employee will be placed at the step that provides a pay increase. The anniversary date will reflect the date of the promotion.
 - c. **Demotion:** A reduction of an employee's position or status within the Department or Office, often accompanied by a decrease in salary, responsibilities, and/or privileges. There is no change in the anniversary date.
 - d. **Reclassification:** Significant or substantial changes to the current duties of the position and may include compensation change. The anniversary date will reflect the date the employee moves to the reclassified position.
2. When employee is appointed, transferred, demoted, or reclassified; the following applies:
 - a. In the event employee is appointed to a position with a higher salary range, they shall be placed at the lowest step in the new range that provides a pay increase over their previous salary. If a person has current and relevant experience which goes above and beyond the equivalent classification, the department head or elected official may place employee at step two (2).
 - b. In the event employee voluntarily transfers to another position with same or less classification, person will be placed at the step which doesn't exceed the salary range held in the former position. Such appointments
3. A person hired from outside county employment shall be placed at step one (1).
4. Advanced Step Placement
It is the policy of Adams County to consider advanced step placement for applicants whose qualifications significantly exceed the minimum requirements of a classification and whose knowledge, skills, or abilities provide an immediate or unique benefit to the County.

COMMISSIONERS' PROCEEDINGS continued – November 26, 2025

- c. shall not set a new anniversary date.
- d. In the event employee is demoted to another position with same or less classification, person will be placed at the step directly below the salary range held in the former position. Such appointments shall not set a new anniversary date.

Procedure

1. The employing department head or elected official identifies an applicant who may be eligible for advanced step placement.
2. The department head or elected official submits a written request to Human Resources

3. (HR) prior to extending the offer of employment. The request must include supporting documentation of the applicant's qualifications and justification for the recommended step.
4. HR reviews the request to ensure compliance with county policy and salary schedules.
5. HR forwards the recommendation to the Board of County Commissioners for final approval.
6. Advanced step placement is effective only upon Board approval.

Criteria for consideration

A request must demonstrate that the applicant possesses qualifications that address the following:

- a. **Essential:** Knowledge, skills, or abilities that are critical to providing the services needed within the department or office.
- b. **Uncommon:** Qualifications that are not typically found within the applicant pool.
- c. **Acquired through substantial training or experience:** Evidence of advanced or specialized training, prior work in equivalent positions, or significant professional accomplishments directly related to the position.

BE IT FURTHER RESOLVED that Resolution No. R-65-06 is rescinded.

BE IT FURTHER RESOLVED that any section, sentence, clause or phrase of any policy, resolution, or ordinance in conflict herewith is rescinded.

COMMISSIONERS' PROCEEDINGS continued – November 26, 2025

BE IT FURTHER RESOLVED that the Adams County Personnel Policy is hereby amended.

DATED this 26th day of November, 2025.

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

ATTEST:

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