



Pend Oreille County

Board of Commissioners

John Gentle
District #1

Robert Rosencrantz
District #2

Brian Smiley
District #3

Crystal Zieske
Clerk of the Board

Phone: 509-447-4119
FAX: 509-447-0595

PO Box 5025
Newport, WA 99156-5025

Email: commissionersoffice@pendoreille.org

The County Commissioners hold regular meetings at the county seat to transact business required or permitted by law (RCW 36.32.080) and are open to the public. If you require any reasonable accommodation to participate in the Commissioners' meeting, contact the Clerk of the Board 48 hours prior to the meeting.

TENTATIVE AGENDA

MONDAY, APRIL 29, 2024

9:00a.m. Call to Order-Members Present-Flag Salute-Invocation-Commissioner Reports-Consent Agenda: *Agenda, Minutes, Financial Report, Voucher Approval, Working File-Payroll Change Notices, Postage Meter Lease-Quadient Leasing, Letter of Appreciation-15 Years: Hofstee, Certifying Compliance With RCW 36.16.030-Coroner, Updated Job Description & Inclusion into Bargaining Unit: Compliance Coordinator,*

10:30a.m. Veteran's Assistance Fund Discussion

11:00a.m. Glenn Blakeslee-Sheriff's Update

11:30a.m.

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**12:00 – 1:15 p.m. - Recess for Lunch**  
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1:30p.m. Jeff Koffel-TEDD Update

2:00p.m. Executive Session-RCW42.30.110(1)(i) Potential Litigation

2:30p.m. Executive Session-RCW42.30.110(1)(i) Potential Litigation

3:00p.m. Dolly Hunt-Prosecutor's Legal Update

3:30p.m.

4:00p.m. Public Comment

TUESDAY, APRIL 30, 2024

9:00a.m.

9:15a.m. Craig Jackson/Jesse Larson-Public Works Update: 2024 HFE-150 Oil Award-Ergon Asphalt & Emulsions, On Call Engineering Awards-J-U-B Engineers and TD&H Engineering, WSDOT Certification Acceptance Agreement,

10:30a.m.

11:00a.m. Mike Jensen-WSU Extension Update

TUESDAY, APRIL 30, 2024 continued

11:30a.m.

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**11:30a.m. – 1:30 p.m. - Recess for Lunch**  
~~~~~

1:30p.m.

2:00p.m.- WSAC Executive Board-Membership

4:00p.m. Outreach Meeting

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One or more Commissioners may attend any of the following meetings/events (times and locations subject to change and need to be verified with that organization):

MONDAY, APRIL 29, 2024

TUESDAY, APRIL 30, 2024

WEDNESDAY, MAY 1, 2024

6:00p.m.-Fire District 4, Dalkena Fire Station

7:00p.m.-Ione Town Council

THURSDAY, MAY 2, 2024

FRIDAY, MAY 3, 2024

Zoom Meeting Info:

<https://zoom.us/j/5094474119>;

Meeting ID: 509 447 4119 Or Dial

by your location: +1 301 715 8592 US

or +1 253 215 8782 US.

Meeting ID: 509 447 4119

PEND OREILLE COUNTY COMMISSIONERS

REQUEST FOR BOARD ACTION

SUBJECT: Postage Machine Lease

SUBMITTED BY: Marianne Nichols
AGENDA: Consent 4/29/2024

DATE FINAL ACTION IS NEEDED:	ATTACHMENTS: R-2024-	TYPE OF ACTION REQUESTED
APPROVAL NEEDED FOR COMMISSION Packet:		<input type="checkbox"/> Ordinance
_____ Commissioner Chair (initials)		<input checked="" type="checkbox"/> Resolution
_____ Commissioner (initials)		<input type="checkbox"/> Agreement
_____ Commissioner (initials)		<input type="checkbox"/> Motion
FINAL ACTION TAKEN:		<input type="checkbox"/> Consensus
<input type="checkbox"/> Approved		<input type="checkbox"/> Other
<input type="checkbox"/> Denied		
<input type="checkbox"/> No Action		
Commissioners' Minutes		
Reference: _____		

RECOMMENDATION OR REQUEST: Approve the resolution, Postage Meter Lease-Naspo/Valuepoint Contract #CTR058809 and/or State Participating Addendum (PA) #: 15622-02 (WA) and authorize the Chair to sign the lease agreement

DISCUSSION: Pursuant to the United States Postal Service Mandate, postage meters that print the Information-Based Indicia (IBI) will be decertified in 2024 and must be replaced by meters with Intelligent Mail Indicia (IMI) technology.

I have gotten quotes from both Pitney Bowes and 1st Class Office Solutions for similar new postage machines that fit the new requirements. We have been using 1st Class Office Solutions and as they are giving us a discount, I would like to use their Lease Contract.

ALTERNATIVES: none

FISCAL IMPACT:

- **SOURCE OF FUNDS:** in 2024 Budget
- **AMOUNT BUDGETED:** monthly amount is currently budgeted, will just extend out lease (debt) length

REVIEWED BY PROSECUTOR? ☐ YES ☐ NO ☐ N/A **Comments:**

REVIEWED BY HUMAN RESOURCES? ☐ YES ☐ NO ☒ N/A

REVIEWED BY FINANCIAL MANAGER? ☐ YES ☐ NO ☐ N/A

_____ **HR initials**

_____ **Jill initials**

**PEND OREILLE COUNTY
NEWPORT, WASHINGTON**

RESOLUTION NO. 2024- _____

**POSTAGE METER LEASE-NASPO/VALUEPOINT CONTRACT #CTR058809
AND/OR STATE PARTICIPATING ADDENDUM (PA) #: 15622-02 (WA)**

WHEREAS, pursuant to United States Postal Service mandate, postage meters that print the Information-Based Indicia (IBI) will be decertified in 2024 and must be replaced by meters with Intelligent Mail Indicia (IMI) technology, and

WHEREAS, Pend Oreille County will be entering into a new lease agreement with Quadient Leasing USA, Inc., through 1st Class Office Solutions, LLC, for a new postage machine, and

WHEREAS, the Pend Oreille County Auditor, Marianne Nichols, recommends that the Board of County Commissioners sign the lease agreement.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Pend Oreille County Board of Commissioners that Purchase Order–Lease NASPO/ValuePoint Contract #CTR058809 and/or State Participating Addendum (PA) #: 15622-02 (WA), which is attached hereto and incorporated herein, be signed, established and adopted.

BE IT FURTHER RESOLVED, by the Pend Oreille County Board of Commissioners, that the Purchase Order–Lease NASPO/ValuePoint Contract #CTR058809 and/or State Participating Addendum (PA) #: 15622-02 (WA) is hereby approved, and the Chair of the Board, or a majority of the Board is hereby authorized to execute it on behalf of Pend Oreille County.

ADOPTED this _____ day of April, 2024.

**BOARD OF COUNTY COMMISSIONERS
PEND OREILLE COUNTY, WASHINGTON**

Robert Rosencrantz, Chair

John Gentle, Vice-Chair

Brian Smiley, Member

ATTEST:

Crystal Zieske, Clerk of the Board

R-2024-

Customer

Organization	PEND OREILLE COUNTY AUDITOR		
DBA			
Address	PO BOX 5015		
City State Zip	NEWPORT	WA	99156
Phone	(509) 447-6474	Fax	

Purchase Order - Lease

NASPO/ValuePoint Contract #: CTR058809
 and / or
 State Participating Addendum (PA) #:
 15622-02 (WA)

Vendor

Company Name	Quadient Leasing USA Inc.	FEDERAL ID#	94-2984524
Attention	Government Sales	DUNS#	150836872
Address	478 Wheelers Farms Rd		
City State Zip	Milford	CT	06461
Phone	(866) 448-0045	Fax	(203) 301-2600

Ship To

Organization	PEND OREILLE COUNTY AUDITOR		
Attention	MARIANNE NICHOLS		
Address	625 W 4TH ST		
City State Zip	NEWPORT	WA	99156
Phone	(509) 447-6474	Email	mnichols@pendoreille.org

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
			Ground	Destination	Quarterly Invoicing
QTY	Unit	Description	Unit Price	Total	
60	Months	Lease Payment	\$174.36	\$10,461.60	

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

Products

QTY	Product ID	Description
1	IXWP5	IX Series 5 lb Weighing Platform
1	IX5AF	iX-5 Series Base w/ Autofeeder, Sealer, Catch Tray & Ink Cartridge

- Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number CTR058809. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Payments will be sent to:
 Quadient Leasing USA, Inc.
 Dept 3682
 PO Box 123682
 Dallas TX 75312-3682
- Send all correspondence to:
 Quadient Leasing USA, Inc.
 478 Wheelers Farms Rd
 Milford CT 06461
 Phone: 203-301-3400
 Fax: 203-301-2600

 Authorized by

 Date

 Print Name

 Title

**PEND OREILLE COUNTY COMMISSIONERS
REQUEST FOR BOARD ACTION**

SUBJECT: Coroner Resolution

SUBMITTED BY: Crystal Zieske
AGENDA: 4/29/2024

DATE FINAL ACTION IS NEEDED: APPROVAL NEEDED FOR COMMISSION Packet: ____ Commissioner Chair (initials) ____ Commissioner (initials) ____ Commissioner (initials) FINAL ACTION TAKEN: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> No Action Commissioners' Minutes Reference: _____	ATTACHMENTS: <div style="font-size: 1.5em; color: blue; text-align: center;">R-2024-</div>	TYPE OF ACTION REQUESTED <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Agreement <input type="checkbox"/> Motion <input type="checkbox"/> Consensus <input type="checkbox"/> Other
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RECOMMENDATION OR REQUEST: Approve "A Resolution Certifying Compliance with RCW 36.16.030"

DISCUSSION:

ALTERNATIVES:

FISCAL IMPACT:

- **SOURCE OF FUNDS:**
- **AMOUNT BUDGETED: \$**
- **AMOUNT NEEDED FOR PROJECT: \$**

REVIEWED BY PROSECUTOR? ☒ YES ☐ NO ☐ N/A **Comments:** Received resolution from
Prosecutor Dolly Hunt

REVIEWED BY HUMAN RESOURCES? ☐ YES ☐ NO ☒ N/A _____ **HR initials**

REVIEWED BY FINANCIAL MANAGER? ☐ YES ☐ NO ☒ N/A _____ **Jill initials**

**PEND OREILLE COUNTY
NEWPORT, WASHINGTON**

RESOLUTION NO. 2024-_____

A RESOLUTION CERTIFYING COMPLIANCE WITH RCW 36.16.030

WHEREAS, since statehood prosecuting attorneys in the State of Washington for counties with populations under 40,000 have served as *ex officio* coroners; and

WHEREAS, in adopting amendments to RCW 36.16.030 in 2021, the Washington State Legislature has abrogated this system in favor of placing on small counties the burden of establishing a new office of coroner separate from the prosecutor's office, either by interlocal agreement permitting a neighboring county's coroner or medical examiner officer to provide death investigation services or by standing up their own separate coroner's office; and

WHEREAS, RCW 36.16.030 provides that in such counties, a coroner's office will be established as a separate elected office automatically unless the affected county provides otherwise by resolution or ordinance before the effective date of the amended statute, and

WHEREAS, it is not in the interests of Pend Oreille County or its citizens to undergo the additional expense of electing a separate official considering the population of the county, which at less than 14,000, is such that the workload does not justify the additional expense; and

WHEREAS, the County intends to create an interlocal agreement with a neighboring county to serve its own death investigation needs once the prosecuting attorney can no longer do so, and if such an agreement cannot be reached, the County intends to create its own coroner and coroner's office by appointment and resolution of the Board of Commissioners.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF PEND OREILLE COUNTY AS FOLLOWS:

1. There shall be no elected office of coroner in Pend Oreille County. Rather, the Board of Commissioners of Pend Oreille County will appoint a coroner on or before January 1, 2025; or, in the alternative, will contract with an adjoining county for coroner services pursuant to RCW 36.16.030.

2. In the event no coroner is appointed nor any interlocal agreement for coroner services in effect before January 1, 2025, the prosecuting attorney will remain interim *ex officio* coroner until such time as a coroner is appointed or an agreement is finalized.

3. This resolution shall take effect upon signature.

[executed page with signatures is attached]

ADOPTED this ____ day of _____, 2024.

**BOARD OF COUNTY COMMISSIONERS
PEND OREILLE COUNTY, WASHINGTON**

Robert Rosencrantz, Chair

John Gentle, Vice-Chair

Brian Smiley, Member

ATTEST:

Crystal Zieske, Clerk of the Board

PEND OREILLE COUNTY COMMISSIONERS

REQUEST FOR BOARD ACTION

SUBJECT: Inclusion of Compliance Coordinator into bargaining unit
SUBMITTED BY: Brenda Miller
AGENDA: 4/29/2024

DATE FINAL ACTION IS NEEDED:	ATTACHMENTS: Updated job description; email from consultant	TYPE OF ACTION REQUESTED
APPROVAL NEEDED FOR COMMISSION Packet:		<input type="checkbox"/> Ordinance
_____ Commissioner Chair (initials)		<input type="checkbox"/> Resolution
_____ Commissioner (initials)		<input type="checkbox"/> Agreement
_____ Commissioner (initials)		<input checked="" type="checkbox"/> Motion
FINAL ACTION TAKEN:		<input type="checkbox"/> Consensus
<input type="checkbox"/> Approved		<input type="checkbox"/> Other
<input type="checkbox"/> Denied		
<input type="checkbox"/> No Action		
Commissioners' Minutes		
Reference: _____		

RECOMMENDATION OR REQUEST: Approve the updated job description and inclusion of the Compliance Coordinator position into the bargaining unit per request.

DISCUSSION: The position does not meet the bargaining unit exclusion tests of either Labor Relations confidential or supervisory. This is a good time to make the decision since the position is open.

ALTERNATIVES:

FISCAL IMPACT: None at this time

- **SOURCE OF FUNDS:**
- **AMOUNT BUDGETED:**
- **AMOUNT NEEDED FOR PROJECT:**

REVIEWED BY PROSECUTOR? ☐ YES ☐ NO ☒ N/A **Comments:**

REVIEWED BY HUMAN RESOURCES? ☒ YES ☐ NO ☐ N/A

_____ **BLM** **HR initials**

REVIEWED BY FINANCIAL MANAGER? ☐ YES ☐ NO ☒ N/A

_____ **js** **Jill initials**

PEND OREILLE COUNTY POSITION DESCRIPTION

JOB TITLE: Compliance Coordinator

DEPARTMENT: Counseling Services

REPORTS TO: Director of Counseling Services

PAY GRADE: Full-Time (37.5 hours / week); Non-Exempt Position, Benefits Apply

REPRESENTED: Represented

BOCC APPROVED DATE: _____

JOB SUMMARY: Manages compliance activities in conformance with federal, state, and local regulatory requirements. Work involves risk assessment, audit activities, records management, training, contract reviews, policy development, and monitoring duties. Works cooperatively and effectively with the public and other employees.

SUPERVISORY RESPONSIBILITIES: None

ESSENTIAL FUNCTIONS:

1. Ensures all department's compliance requirements are met to include but not limited to monthly exclusion reports, employee background checks, accreditation, and clinical credentialing/licensure compliance.
2. Responsible for processing all department records requests and subpoenas.
3. Maintains current knowledge of applicable federal and state laws. Reports on regulatory changes and ensures organizational adaptation to ensure compliance.
4. Reviews and provides legislative analysis, regulation, policy and procedure interpretation; prepares meaningful written reports and recommendations on a variety of Compliance issues.
5. Performs internal monitoring to include identifying potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues and provides general guidance on how to avoid or deal with similar situations in the future.
6. Provides reports and recommendations on a regular basis, and as directed or requested, to keep the Director and management team informed of the operation and progress of compliance efforts.
7. Serves in investigations and queries as the principal point of contact.
8. Serves as the department's designated Privacy Officer.
9. Works directly with the Pend Oreille County Prosecutor's office on various matters.
10. Provides external audit support, to include preparation of reports or documentation to external auditing agencies.
11. Responsible for implementing, managing, and enforcing information privacy directives for the department, in coordination with his/her immediate supervisor, and the department's designated oversight committee.
12. Performs ongoing compliance monitoring, annual (at minimum) risk assessment and audit activities to ensure that information and process systems are adequately protected.
13. Maintains a mechanism to both track and manage access to protected health information, within purview of the department and as required by law to allow qualified individuals to review said records.
14. Administers a process for receiving, documenting, tracking, investigating, and taking action on all complaints concerning the department's privacy policies and procedures.
15. Oversees and advises staff, volunteers, contractors, alliances, business associates, and other appropriate third parties regarding compliance with any aspect of release of protected health information,
16. Provides privacy and compliance trainings on a regular basis, to include initial training and orientation.
17. Trains with and performs the duties of other positions within the department on an as needed basis.
18. Develops and implements procedures, guidelines and controls for storage, retrieval, tracking and filing of active and inactive records.
19. Oversees removal and destruction of confidential department records as directed to comply with state and federal regulations.
20. Uses considerable judgment and initiative in the course of executing responsibilities.

21. Performs other duties as requested by the Director or designee.

KNOWLEDGE AND ABILITIES:

1. Familiarity with the field's concepts, standards, practices, and legislation for the protection of health information and patient privacy; strong understanding of HIPAA and HITECH.
2. Must possess a high degree of integrity, sound judgment and maturity along with the ability to work independently.
3. Capable of maintaining the strictest degree of confidentiality and professionalism, especially during conflict management.
4. Demonstrated skills in verbal communication with excellent documentation skills.
5. Demonstrated skills in collaboration, teamwork, and problem-solving to achieve goals.
6. Ability to analyze data, weigh risks and implement appropriate compliance measures.
7. Demonstrated organization, facilitation, and presentation skills.

EDUCATION AND EXPERIENCE:

1. Three years' experience in compliance or related field required.
2. Bachelor's degree in an administrative or health related field preferred.
3. Three years' experience working in a healthcare organization preferred.

LICENSES AND OTHER REQUIREMENTS:

1. Is not a State or Federal (OIG) excluded provider, in any capacity for the Medicare, Medicaid, and all Federal health care programs.
2. Must possess a valid driver's license.
3. Must successfully pass a background check and a driving record check.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: Office work environment. This position may require working directly with clients experiencing serious mental health, drug and alcohol problems, and developmental and physical disabilities. Position may include possible exposure to poor hygiene, inappropriate or volatile behaviors and/or contagious diseases, such as hepatitis. Expect periods of sitting and standing. This position requires good communication skills and handling of client charts, up to 30 pounds. Regular and punctual attendance is required.

BEHAVIORAL STANDARDS: Respectful, courteous, and friendly to customers, other County employees, and County leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Builds relationships with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behavior.

SIGNATURES

This job description has been approved by:

Department Head Signature: _____ Date _____
Human Resources Signature: _____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position. The statements herein are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and conditions required of personnel so classified. It does not constitute a contract, commitment or promise of any kind.

Employee Name: _____

Employee Signature: _____ Date _____

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

Pend Oreille County Board of County Commissioners Meeting

April 30, 2024 (Tuesday)

Time 9:15 AM to 10:30 AM

Public Works Hearing Items:

Public Works Action Items:

Head Sheet WSDOT Certification Acceptance Agreement

Head Sheet 2024 HFE-150 Oil Award

Head Sheet 2024 On-Call Civil Engineering Award

Public Works Discussion Items:

Turtle Bay Dredging Update

Engineering and Construction:

TIB County Funding

Traffic Program Analyst Position

WSDOT ATV Funding

Maintenance:

Overlook Drive

Veit Rd

ER&R:

Buildings and Grounds:

Changes to lawn, adding rockery

Solid Waste:

New CC Machines

Litter Pickup Follow Up

Personnel:

Risk Management:

Park and Recreation:

General Discussion Topics

PEND OREILLE COUNTY COMMISSIONERS

REQUEST FOR BOARD ACTION

SUBJECT: WSDOT Local Programs Agreement DOT Form 140-550

SUBMITTED BY: Jesse Larson

AGENDA: 4-30-2024

DATE FINAL ACTION IS NEEDED:	ATTACHMENTS: DOT Form 140-550	TYPE OF ACTION REQUESTED
APPROVAL NEEDED FOR COMMISSION Packet:		<input type="checkbox"/> Ordinance
_____ Commissioner Chair (initials)		<input type="checkbox"/> Resolution
_____ Commissioner (initials)		<input type="checkbox"/> Agreement
_____ Commissioner (initials)		<input checked="" type="checkbox"/> Motion
FINAL ACTION TAKEN:		<input type="checkbox"/> Consensus
<input type="checkbox"/> Approved		<input type="checkbox"/> Other
<input type="checkbox"/> Denied		
<input type="checkbox"/> No Action		
Commissioners' Minutes		
Reference: _____		

RECOMMENDATION OR REQUEST: Approve the Certification Acceptance agreement with Local Programs, DOT form 140-550 and authorize the Chair of the Board to sign the agreement.

DISCUSSION: WSDOT Local Programs has requested an updated agreement with Pend Oreille County. This agreement details out requirements for Federal Highway Administration projects under Full CA status.

ALTERNATIVES:

FISCAL IMPACT:

- **SOURCE OF FUNDS:**
- **AMOUNT BUDGETED:** \$
- **AMOUNT NEEDED FOR PROJECT:** \$

REVIEWED BY PROSECUTOR? ☐ YES ☐ NO ☒ N/A **Comments:**

REVIEWED BY HUMAN RESOURCES? ☐ YES ☐ NO ☒ N/A _____ **HR initials**

REVIEWED BY FINANCIAL MANAGER? ☐ YES ☐ NO ☒ N/A _____ **Jill initials**

Agency: Pend Oreille County

Agency Number: 26

The agency agrees to comply with the following requirements when developing all Federal Highway Administration (FHWA) projects under full CA status.

1. Adherence to the *Local Agency Guidelines* and all policies and procedures promulgated by the Washington State Department of Transportation (WSDOT) which accomplish the policies and objectives set forth in Title 23, U.S. Code, Highways, and the regulations issued pursuant thereto.
2. The overall approval authorities and conditions will be as follows:
 - a. The project prospectus will be reviewed and approved by the following official.
Chair, Board of County Commissioners (Position Title Only)
 - b. The local agency agreement will be reviewed and approved by the following official or officials.
Board of County Commissioners (Position Title Only)
 - c. The designs and environmental documents will be reviewed and approved by the following state of Washington registered Professional Civil Engineer.
County Engineer (Position Title Only)
 - d. The hearing's findings (if required) will be reviewed and approved by the following official or officials.
Board of County Commissioners (Position Title or Titles Only)
 - e. The contract plans, specifications and estimate of cost will be reviewed and approved by the following state of Washington registered Professional Engineer.
County Engineer (Position Title or Titles Only)
 - f. Agreements will be signed by the following responsible local official:
 - i. Railroad Chair, Board of County Commissioners (Position Title Only)
 - ii. Utility Chair, Board of County Commissioners (Position Title Only)
 - iii. Consultant Chair, Board of County Commissioners (Position Title Only)
 - iv. Technical Services Chair, Board of County Commissioners (Position Title Only)
 - g. The award of contract will be signed by the following responsible local official.
Chair, Board of County Commissioners (Position Title Only)
 - h. All projects will be constructed in conformance with the Washington State Department of Transportation/American Public Works Association (WSDOT/APWA) current *Standard Specifications for Road, Bridge, and Municipal Construction* M 41-10 and such specifications that modify these specifications as appropriate. Multimodal enhancement projects shall be constructed in conformance with applicable state and local codes.
 - i. The contract administration will be supervised by the following state of Washington registered Professional Civil Engineer. County Engineer (Position Title Only)
 - j. Construction administration and material sampling and testing will be accomplished in accordance with *Construction Manual* M 41-01 and the Local Agency Guidelines.

3. The agency agrees that they have the means to provide adequate expertise and will have support staff available to perform the functions being subdelegated. The support staff may include consultant or state services.
4. The agency agrees that the signature on each project prospectus and local agency agreement will be consistent with section 2 above.
5. All projects under Certification Acceptance shall be available for review by the FHWA and the state at any time and all project documents shall be retained and available for inspection during the plan development and construction stages and for a three year period following acceptance of the project by WSDOT.
6. Approval of the local agency certification by the Director, Local Programs may be rescinded at any time upon local agency request or if, in the opinion of the Director, Local Programs, it is necessary to do so. The rescission may be applied to all or part of the programs or projects approved in the local agency certification.

Mayor or Chairman

Date

Washington State Department of Transportation

Approved By:

Director, Local Programs

Date

PEND OREILLE COUNTY COMMISSIONERS

REQUEST FOR BOARD ACTION

SUBJECT: 2024 HFE-150 Oil Award-Ergon Asphalt & Emulsions

SUBMITTED BY: Mike Kirkwood

AGENDA: 4/30/2024 PW Update

DATE FINAL ACTION IS NEEDED:	ATTACHMENTS: PDF-Bid Tabulation PDF-Hold & Return Rates	TYPE OF ACTION REQUESTED
APPROVAL NEEDED FOR COMMISSION Packet:		<input type="checkbox"/> Ordinance
_____ Commissioner Chair (initials)		<input type="checkbox"/> Resolution
_____ Commissioner (initials)		<input type="checkbox"/> Agreement
_____ Commissioner (initials)		<input checked="" type="checkbox"/> Motion
FINAL ACTION TAKEN:		<input type="checkbox"/> Consensus
<input type="checkbox"/> Approved		<input type="checkbox"/> Other
<input type="checkbox"/> Denied		
<input type="checkbox"/> No Action		
Commissioners' Minutes		
Reference: _____		

RECOMMENDATION OR REQUEST: Award the 2024 HFE-150 Road Oil materials purchase to Ergon Asphalt & Emulsions of Spokane Valley, WA at \$768.36 per ton plus tax and hold and return rates.

DISCUSSION: One bid was received. Ergon is a trusted vendor and pricing is within market trend for this material. Standard terms and fees are applied as situations warrant and are within industry standards. Ergon is providing no-cost training for our crews on class "A" BST operations using this material.

ALTERNATIVES:

FISCAL IMPACT:

- **SOURCE OF FUNDS:** Roads
- **AMOUNT BUDGETED:** \$189,579.00
- **AMOUNT NEEDED FOR PROJECT:** \$189,579.00

REVIEWED BY PROSECUTOR? ☐ YES ☐ NO ☒ N/A **Comments:**

REVIEWED BY HUMAN RESOURCES? ☐ YES ☐ NO ☒ N/A

REVIEWED BY FINANCIAL MANAGER? ☐ YES ☐ NO ☒ N/A

_____ **HR initials**

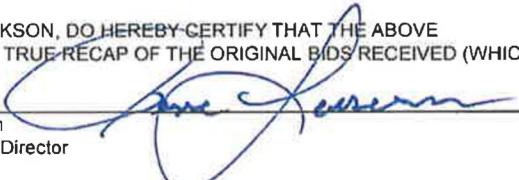
_____ **Jill initials**

BID TABULATION

2024 HFE-150			Ergon Asphalt & Emulsions Spokane Valley WA			
	QUANTITY	UNIT	UNIT BID	TOTAL		
HFE-150 oil, Including Delivery and 3 Hours Standby Time	340	Ton	\$ 768.36	\$ 261,242.40		
Additional Standby Time After 3hr (per hour)	1	Hour	\$ 200.00	Set Pricing Only		
			SUB TOAL	\$ 261,242.40		
			TAX	\$ 20,115.66		
			TOTAL PRICE	\$ 281,358.06		

Additional hold & return rates attached.

I, CRAIG JACKSON, DO HEREBY CERTIFY THAT THE ABOVE LISTING IS A TRUE RECAP OF THE ORIGINAL BIDS RECEIVED (WHICH ARE ON FILE IN THE PUBLIC WORKS DEPARTMENT)


 Craig Jackson
 Public Works Director

4/24/2024
 Date

*Award made to Ergon Asphalt & Emulsions

Published in the Newport Miner 4/3/2024
 Bids opened 4/23/2024 11:30am



Pend Oreille County Public Works Department
625 W. 4th St.
Newport, WA 99156

April 22rd, 2024

RE: Ergon Asphalt & Emulsions Trucking Terms

To whom it may concern:

Ergon Asphalt & Emulsions is pleased to submit a proposal to supply liquid asphalt materials to you for the 2024 road maintenance season. This letter is intended to communicate all applicable trucking terms that may or may not have already been referenced in your bid document. ***Any terms listed in your bid document that differ from terms listed here supersede the conflicting terms.***

Freight	All freight rates included in our bid are based on a 30-ton minimum load. Shipment requests for loads less than 30 tons will still be billed the 30-ton minimum load rate.
Demurrage	\$200.00 per hour (first 3 hours free).
Cancellation	Cancellations <u>may</u> be subject to cancellation fees for loss of truck utilization and operations expense if common carrier is unable to find work for the cancelled load, plus \$300.00 per load restocking fee for loads already loaded at time of cancellation.
Product Returns	\$300.00 per load restocking fee (No credit given for dilute material or antistrip). (When not related to product or service issues.)
Return Freight	Full freight charges to destination and ½ freight back will be charged. (When not related to product or service issues.)
Pumping	Most delivery truck/trailers are not set up to be able to pump product. If you need this service, please inquire about availability and cost.
Split Loads	We are no longer able to offer this service.

Ergon A&E requests that a county representative includes the arrival and departure times along with their signature on the truckers' manifest when accepting the loads. These times are used to determine correct demurrage charges with the trucker. Negligence in marking down the arrival and departure times along with the county representative signature on the manifest will be assumed to deem the truckers time notations as being correct for demurrage billing purposes.

We look forward to assisting you in your road maintenance program for the 2024 season.

Sincerely,

Evan Henninger
Area Sales Manager
Ergon Asphalt & Emulsions

**PEND OREILLE COUNTY COMMISSIONERS
REQUEST FOR BOARD ACTION**

SUBJECT: 2024 On Call Civil Engineering Award (2 Awards)

SUBMITTED BY: Mike Kirkwood

AGENDA: 4/30/2024 PW Update

DATE FINAL ACTION IS NEEDED: APPROVAL NEEDED FOR COMMISSION Packet: _____ Commissioner Chair (initials) _____ Commissioner (initials) _____ Commissioner (initials)	ATTACHMENTS:	TYPE OF ACTION REQUESTED <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Agreement <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Consensus <input type="checkbox"/> Other
FINAL ACTION TAKEN: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> No Action Commissioners' Minutes Reference: _____		

RECOMMENDATION OR REQUEST:

1) Award the 2024 On Call Civil Engineering-3 Year Term contract to J-U-B Engineers, Inc. of Spokane, WA

2) Award the 2024 On Call Civil Engineering-3 Year Term contract to TD&H Engineering, Inc. of Spokane, WA

DISCUSSION: Requests for Qualifications were advertised in the Newport Miner, on the County website and through a mass email of MRSC Roster members. Three statements were received, and one was evaluated from the Public Works pool of general firms on file. Both TD&H and JUB are local firms. Both have successfully completed work for the County in the past, and the Public Works Director and County Engineer feel that they will provide adequate services to the County when needed. Each firm has knowledge and staffing in specific areas that will be in the best interest of the County.

ALTERNATIVES: Award to one firm only.

FISCAL IMPACT:

- **SOURCE OF FUNDS:**
- **AMOUNT BUDGETED:**
- **AMOUNT NEEDED FOR PROJECT:**

REVIEWED BY PROSECUTOR? ☐ YES ☐ NO ☒ N/A **Comments:**

REVIEWED BY HUMAN RESOURCES? ☐ YES ☐ NO ☒ N/A

REVIEWED BY FINANCIAL MANAGER? ☐ YES ☐ NO ☒ N/A

_____ **HR initials**

_____ **Jill initials**