

January 2, 2023

There was no Commissioners meeting, due to New Year's Day (observed).

January 3, 2023

The meeting of the Pend Oreille County Board of Commissioners was called to order at 9:00 a.m. in their meeting room. Present were Chair Brian Smiley, Vice Chair Robert Rosencrantz, Commissioner John Gentle, and Clerk of the Board Crystal Zieske. C. Zieske offered the invocation and B. Smiley led the flag salute.

(1) Consent Agenda - Motion was made by R. Rosencrantz to approve the Consent Agenda. Motion was seconded by J. Gentle. Motion carried unanimously. The Consent Agenda includes this week's Agenda, the Minutes of the Board's December 27, 2022 meeting and the following items:

Payroll Change Notice:

Auditor's Office-

Jill Shacklett, Longevity, \$170.00/mo., Effective 1/1/2023

Counseling Services-

Carla Shirley, Compliance Coordinator, Medical Separation, Effective 1/10/2023

Public Works-

Adan Pereyda, Paid Administrative Leave, Effective 12/28/2022

Adan Pereyda, Paid Administrative Leave to Return to Regular Employment,  
Effective 12/30/2022

Resolution Accepting Treasurer's List Of 2022 Property Tax Refunds

*RESOLUTION NO. 2023-01, COMMISSIONERS' RECORDING*

Void Agreement A-2022-55 Washington State Health Care Authority Beneficiary Agreement Behavioral Health Workforce Stabilization Funding-HCA Agreement No. G376 and Return Funding of \$1,180.95

Approval of Vacation Rollover Request—Cindy Delay (8 days)

(2) B. Smiley provided a report from the Road District Foremen's meeting.

(3) Motion was made by R. Rosencrantz to sign the letter of appreciation and Certificate of Recognition to Jill Shacklett for 20 years of service to POC. Motion was seconded by J. Gentle. Motion carried unanimously.

(4) Motion was made by J. Gentle to approve the 2023 Salary Schedules. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(5) Motion was made by J. Gentle to appoint Commissioner Brian Smiley and Commissioner Robert Rosencrantz to the Northeast Tri County Health District. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(6) Motion was made by R. Rosencrantz to approve the Washington State Department of Commerce Local Government Division Community Development and Assistance CDBG-CV1 and CDBG-CV2

and allow Commissioner Gentle to DocuSign. Motion was seconded by J. Gentle. Motion carried unanimously.

Washington State Department of Commerce Local Government Division Community Development and Assistance CDBG-CV1 and CDBG-CV2—Contract Number 20-6221C-121 Amendment A

*CONTRACT NO. 2023-01, COMMISSIONERS' RECORDING*

(7) Per the earlier discussions and approval at the TriCounty Superior Court & Juvenile budget reviews, a pay increase was presented for Cindy Delay. Motion was made by R. Rosencrantz to approve the wage range and Step 5 wage adjustment of Cynthia Delay, Juvenile Probation/Diversion Counselor and approve the Payroll Change Notice. Motion was seconded by J. Gentle. Motion carried unanimously.

Payroll Change Notice:

Juvenile-

Cynthia Delay, Juvenile Probation/Diversion Counselor, Full-Time, Step 5, \$4,991.70/mo. to Full-Time, Step 5, \$5,729.67/mo., Effective 1/1/2023

(8) Motion was made by J. Gentle to approve the wage adjustment for Greg Snow, Community Development Director and to approve the Payroll Change Notice for Greg Snow and the Employment Contract for Greg Snow, Community Development Director. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Payroll Change Notice:

Community Development-

Greg Snow, Community Development Director, \$90,000/yr., Effective 1/1/2023

Contract of Employment for Community Development Director-Greg Snow

*CONTRACT NO. 2023-02, COMMISSIONERS' RECORDING*

(9) Assessor Jim McCroskey was present to review a revised job description and request an employee promotion. Also present was Human Resource Director Brenda Miller. Discussion was held on the Lead Appraiser position being recognized in the salary classification project as one for triage. Motion was made by R. Rosencrantz to approve the change of title for a represented position from Lead Appraiser to Chief Deputy Assessor and a new wage range, with the employee moving from Step 4 to Step 4 of the new range and approve the Payroll Change Notice. Motion was seconded by J. Gentle. Motion carried unanimously.

Payroll Change Notice:

Assessor's Office-

Nathan Longly, Lead Appraiser, Full-Time, Step 4, \$4,215.56/mo. to Chief Deputy Assessor, Full-Time, Step 4, \$5,324.56/mo., Effective 1/1/2023

(10) R. Rosencrantz presented a vision for 2023, covering Public Works, Economic Development, and a potential Executive Summary for Information and Reporting to the Commissioners. He recommended receiving reports, including regarding grants, public records, and finances.

R. Rosencrantz asked B. Smiley and J. Gentle to formulate their own visions for economic development and to consider how best the commissioners can work collaboratively to achieve their individual and collective goals.

(11) Public Works Acting Director George Luft was present for an update. Also in attendance were Road District Superintendent Kevin Thomas, Facilities Maintenance Supervisor Ben Eggleston, Fleet Accountant/Risk Manager Teresa Deal, and present via Zoom were Transportation Technical Specialist Ryan Rogers, Office Manager/Cost Accountant Christy Parry, and Engineering Technician/Contracting & Procurement Agent Mike Kirkwood.

B. Eggleston gave updates on space heaters and the recently installed bottle fillers. He then showed photos and gave an update on the courthouse flooding, with T. Deal providing insurance information. B. Eggleston and T. Deal left the meeting.

K. Thomas provided an update on snowplow operations, and G. Luft stated that all CRAB reporting has been completed.

(12) The Board hosted a discussion on potential annexation of territory into a fire protection district. Present were Auditor Marianne Nichols, Elections Manager Liz Krizenesky, J. McCroskey, and via Zoom were GIS Manager Josh Shelton, 911 Coordinator Steve West, Emergency Management Deputy Director JoAnn Boggs, Prosecuting Attorney Dolly Hunt, Hazel, and Doug.

(13) The Board recessed for lunch at 12:07 p.m.

(14) The meeting resumed at 1:21 p.m.

(15) Public Comment –No members of the public were present for comment.

(16) The Board held an employee recognition ceremony for Financial Manager Jill Shacklett and presented her with a Certificate of Appreciation and a letter of recognition. Also present were Commissioner Programs/HR Assistant Alicia Pereyda, M. Nichols, and B. Miller, and via Zoom was D. Hunt.

(17) M. Kirkwood was present to discuss the local emergency declaration and an Emergency Justification form for hiring contractors.

(18) D. Hunt was present via Zoom for a legal update. Topics included public records policy and revisions to EDC contract.

(19) Motion was made by J. Gentle for the Board of County Commissioners to sign the emergency purchase justification form with a cost estimate of \$10,000. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(20) The Board conducted an interview for Planning Commission. Besides the candidate present in-person, Community Development Director Greg Snow was present via Zoom.

(21) Motion was made by J. Gentle to appoint Andy Armantrout to the Planning Commission and send a letter to that effect. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(22) Correspondence Received:

- 1.1 TEDD-2023 Budget, TC EDC 12.8.21 Minutes & 3.23.22 Minutes & 9.28.22 TEDD/RTPO Minutes & 10.26.22 Minutes
- 1.2 WSLCB-Letter re: Higher Ground Cannabis License Approval

(23) Correspondence Sent:

- Health Care Authority/R. Amerine-Letter re: HCA Agreement Number G376
- J. Shacklett-Letter of Recognition and Certificate of Appreciation for 20 Years of Service to POC
- A. Armantrout-Letter of Appointment to Planning Commission

(24) Meeting adjourned at 3:28 p.m.

APPROVED:   
Chair of the Board

ATTEST:   
Clerk of the Board

  
Chair

  
Vice Chair

  
Member