

January 16, 2023

There was no Commissioners' meeting, due to Martin Luther King Jr Day.

January 17, 2023

The meeting of the Pend Oreille County Board of Commissioners was called to order at 8:45 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. R. Rosencrantz offered the invocation and led the flag salute.

(1) Consent Agenda - Motion was made by R. Rosencrantz to adopt the Consent Agenda prepared for January 17, 2022, with the addition of the contract between POC and Youth Emergency Services. Motion was seconded by J. Gentle. Motion carried unanimously. The Consent Agenda includes this week's Agenda, the Minutes of the Board's January 9, 2023 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 1/13/23): \$63,984.11

Payroll Change Notice:

Counseling Services-

Ashley Bergeron, RNP Program Manager, Discharge, Effective 1/9/2023

Sheriff-Patrol-

Jaylan King, Deputy, Resignation, Effective 1/29/2023

Request to Advertise & Hire, Steps 1-3 DOE: Lead Field Inspector (Weed Control)

Request to Advertise & Hire, Steps 1-3 DOE: Lateral Sheriff's Deputy-Patrol

Memorandum Of Agreement Between Washington State University Extension And Pend Oreille County, Appendix A (Professional Services Contract)

AGREEMENT NO. 2023-02, COMMISSIONERS' RECORDING

Washington Teamsters Welfare Trust Subscription Agreement

AGREEMENT NO. 2023-03, COMMISSIONERS' RECORDING

Contract for Services Between Pend Oreille County, Washington, and Youth Emergency Services (Y.E.S.) of Pend Oreille County

CONTRACT NO. 2023-04, COMMISSIONERS' RECORDING

Approval of the 2022 Annual OSHA 300, 300A, and 301 Forms

Approval of Job Description Revisions: Weed Board Coordinator; Lead Field Inspector

Approval of Vacation Rollover Requests (on Payroll Report), to be used by March 31, 2023

(2) B. Smiley convened the meeting of the Elected Officials and Department Heads at 9:00 a.m. Present were R. Rosencrantz, J. Gentle, C. Zieske, Human Resource Director Brenda Miller, Commissioner Programs/HR Assistant Alicia Pereyda, Counseling Services Director Nicole Vangrimbergen, Economic Development Director Jamie Wyrobek, Financial Manager Jill Shacklett,

Acting Weed Control Coordinator Loretta Nichols, Grant Writer Stacy Carter, and Public Works Acting Director George Luft. B. Miller provided a presentation on FMLA, which was followed by a roundtable discussion.

(3) N. Vangrimbergen was present to discuss three requests. Also present were J. Shacklett and B. Miller.

N. Vangrimbergen reported that Workforce Development Funds are no longer available for cost reimbursement in 2023 for sign-on bonuses, but Spokane County Regional Behavioral Health Administrative Services Organization has approved the payout on the County's January 25, 2023 payroll. Motion was made by R. Rosencrantz to approve reverting to original sign-on bonus policy and practice and allocation, as these workforce funds are not available in 2023, approving one-time permission for pay out the three remaining second half bonuses at \$5,000 each, in exception of our current Sign-on Policy, for W. Haley, K. Parnell, and D. Tec Yah on the January 25, 2023 payroll, *then* reverting back to the original sign-on bonus practices and amounts reflected in R-2021-13. Motion was seconded by J. Gentle. Motion carried unanimously.

Motion was made by J. Gentle to approve the updated job description for the Business Office Manager, Sr. in the Counseling Services Department. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Motion was made by R. Rosencrantz to approve the updated job description for the Compliance Coordinator in the Counseling Services Department . Motion was seconded by J. Gentle. Motion carried unanimously.

(4) G. Luft was present for a Public Works update. Also in attendance were Facilities Maintenance Supervisor Ben Eggleston, Road District Superintendent Kevin Thomas, Fleet Manager Brian England, and present via Zoom were Fleet Accountant/Risk Manager Teresa Deal, Engineering Technician/Contracting & Procurement Agent Mike Kirkwood, Solid Waste Coordinator Amanda Griesemer, and Office Manager/Cost Accountant Christy Parry.

a) B. Eggleston gave an update on the Courthouse flood, presented a request for carpet replacement in the Assessor's and Treasurer's Offices, and gave an update on space heaters. B. Eggleston left the update.

b) K. Thomas shared that liquid de-icer has been successful at District 2 and requested to apply it to the District 1 stockpile. Motion was made by J. Gentle to approve the Road Department's request to purchase liquid de-icer from GMCO Corporation for \$14,466.20 plus tax/demurrage time, in light of the resounding success we've had in District 2. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

c) Public Works requested a Magnesium Chloride bid opening date. Motion was made by R. Rosencrantz to set the bid opening date for April 4, 2023, at 10:30 a.m. and advertise for sealed bids for the 2023 Gravel Road Stabilization Program in the MRSC Roster. Motion was seconded by J. Gentle. Motion carried unanimously.

d) Motion was made by J. Gentle to set the bid opening date for April 4, 2023, at 10:45 a.m. and advertise for sealed bids for the 2023 Pavement Preservation Program Fog Oil purchase in the Newport Miner. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

e) A request was made to seek bids for Hot Mix Asphalt. Motion was made by R. Rosencrantz to set the bid opening date for April 4, 2023, at 11:00 a.m. and advertise for sealed bids for the 2023 Pavement Preservation Program HMA purchase in the Newport Miner. Motion was seconded by J. Gentle. Motion carried unanimously.

f) B. Egland requested to purchase a truck build. Motion was made by R. Rosencrantz to approve the outfitting of one 2022 International truck, to be outfitted with a used contractor dump bed, new hydraulics, front plow mount, and rear hitch for the cost of \$36,382.57, including sales tax. Motion was seconded by J. Gentle. Motion carried unanimously.

g) B. Egland notified the Board of some interest in the purchase of one of our surplus vehicles, then left the meeting. G. Luft mentioned the upcoming meeting with Bonner County Public Works regarding maintenance agreements and gave an update on Roberts Road debris removal. He reported that Stage 2 road restrictions begin tomorrow and gave an update on the Smackout Pass Bridge change order.

(5) J. Gentle provided an update from the Washington State Association of Counties Legislative Steering Committee (LSC).

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

(7) J. Gentle gave reports from Weed Board and Family Crisis Network meetings, and the Board reviewed the Northeast Washington Counties (NEWC) meeting. R. Rosencrantz reported on the TRUE Convergence BAT, Rural Resources, and North Pend Oreille Chamber of Commerce meetings. B. Smiley provided an update from Metaline Town Council.

(8) Motion was made by J. Gentle to approve the assignment of a second full time Investigator for the Sheriff's Office, which was included in the 2023 budget. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(9) The Board recessed for lunch at 12:18 p.m., and J. Gentle was excused for the afternoon to travel to LSC in Olympia.

(10) The meeting resumed at 1:30 p.m.

(11) Motion was made by R. Rosencrantz to approve the Payroll Change Notice for Dirk Swartz, effective January 3rd, 2023. Motion was seconded by B. Smiley. Motion carried unanimously.

Payroll Change Notice:

Counseling Services-

Dirk Swartz, Substance Use Disorder Professional, Full-time, Step 2, \$4,458.56/mo.,
Effective 1/3/2023

(12) Correspondence Received:

- 1.6 North Pend Oreille Chamber of Commerce-1.12.23 General Membership Meeting Agenda
- 1.7 NEWC Meeting-1.13.23 Agenda
- 1.8 POVA-cc: Letter to Planning Commission re: 2020 Comprehensive Plan Update Including Recommendations and Approval From the Pend Oreille County Board of Commissioners

- 1.9 POC EDC-11.16.22 Minutes
- 1.10 NETCHD-1.18.23 Agenda & 11.9.22 Minutes
- 1.11 WSAC-2023 Dues Assessments

(13) As of this date, the Board approved vouchers for payment as listed and made available by the Auditor's Office. The following vouchers/warrants/electronic payments are approved for payment:

	<u>Salary and Claim</u>
Current Expense	\$ 101,828.03
Counseling Services	\$ 3,931.69
Fair	\$ 904.21
Law Library	\$ 81.32
Park	\$ 292.96
Road	\$ 28,310.77
Veterans Assistance	\$ 717.42
Auditor's O&M	\$ 4,846.50
Trial Court Improvement	\$ 1,450.45
American Rescue Plan Act	\$ 47,567.38
Capital Projects	\$ 3,752.90
Solid Waste	\$ 44,233.07
Risk Management	\$ 5,700.00
Equipment R&R	\$ 80,232.23
IT Services	\$ 801.38
Sheriff's Trust	\$ 486.00
Sales/Excise Tax	<u>\$ 1,063.95</u>
TOTAL	\$ 326,200.26

Checks 208228 through 208326 totaling \$323,571.77 and Electronic Funds Transfers 44423 through 44425 totaling \$2,628.49, dated January 17, 2023.

(14) Meeting adjourned at 1:49 p.m., so that Commissioners could independently visit department heads.

APPROVED:  _____
Chair of the Board

ATTEST:  _____
Clerk of the Board