

March 6, 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. B. Smiley offered the invocation and led the flag salute.

(1) J. Gentle provided a LSC report. R. Rosencrantz reported on a meeting with City of Newport representatives regarding a potential EMS district.

(2) Consent Agenda - Motion was made by R. Rosencrantz to adopt the Consent Agenda as presented for March 6, 2023. Motion was seconded by J. Gentle. Motion carried unanimously. The Consent Agenda includes this week's Agenda, the Minutes of the Board's February 27, 2023 meeting and the following items:

Payroll Change Notice:

District Court-

Rachel Johnson, Step 4, \$6,024.36/mo., Effective 3/1/2023

Megan Sherwin, Deputy Clerk/District Court, 4/5<sup>th</sup> Time, \$20.52/hr., Effective 3/1/2023

County Clerk-

Carrie Chancellor, Step 3, \$3,748.34/mo., Effective 3/1/2023

Public Works-

George Luft, Acting Public Works Director, \$8,750.00/mo., to Assistant Public Works Director, \$7,964.80/mo. (*Removal of temporary increase due to additional duties as Acting PW Director*), Effective 3/1/2023

Auditor's Office-

Stacey Hughes, \$22.52/hr. to \$20.52/hr. (*Remove temporary pay increase due to performance of higher classification work*), Effective 3/1/2023

Approval of Revised Job Description and Update Current Advertising: Counseling Services RNP Supervisor

Approval of Job Description and Advertise & Hire, Steps 1-3 DOE: Counseling Services Case Manager

Approval of Revised Job Description and Advertise & Hire, Steps 1-3 DOE: Counseling Services WISE Youth Partner

Approval of Revised Job Description and Update Current Advertising: Counseling Services Mental Health Professional

Approval of the Request For Proposals–Treatment Sales Tax and set a new proposal opening for April 10, 2023 at 1:30 p.m.

(3) Weed Control Coordinator Loretta Nichols was present to discuss salaries and Director of Program Operations job description. Also present was Financial Manager Jill Shacklett.



Chair



Vice Chair



Member

Motion was made by R. Rosencrantz to approve Loretta Nichols to be placed at Step 4 as Weed Board Coordinator, effective March 1, 2023, noting the pay will be a monthly salary of \$5,874.97/month. Motion was seconded by J. Gentle. Motion carried unanimously.

Motion was made by J. Gentle to approve the new job title and job description from Weed Specialist III to Director of Program Operations. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Motion was made by J. Gentle to promote Mary Malone to full time Director of Program Operations position, at step 3, effective March 1, 2023. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(4) The Board recessed for lunch at 11:51 a.m.

(5) The meeting resumed at 1:15 p.m.

(6) The Board conducted an interview for Planning Commission. Present in person was the applicant.

(7) Motion was made by R. Rosencrantz to appoint Kory Hedrick to the Planning Commission and send him a letter to that effect. Motion was seconded by J. Gentle. Motion carried unanimously.

(8) J. Shacklett was in attendance to present two reserve fund resolutions. Motion was made by J. Gentle to approve the Resolution To Reserve Local Assistance And Tribal Consistency Funds. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Resolution To Reserve Local Assistance And Tribal Consistency Funds (LATCF)  
*RESOLUTION NO. 2023-17, COMMISSIONERS' RECORDING*

Motion was made by R. Rosencrantz to approve the resolution to increase the cash flow reserve, by \$250,000.00 in the 2023 budget. Motion was seconded by J. Gentle. Motion carried unanimously.

Resolution To Increase Cash Flow Reserve  
*RESOLUTION NO. 2023-18, COMMISSIONERS' RECORDING*

(9) The Board met in executive session regarding pending litigation pursuant to RCW 42.30.110(1)(i) for 15 minutes from 3:00 p.m. to 3:15 p.m. Present via Zoom were Attorneys Nathan Smith and Brian Kistler. The Board concluded the executive session at 3:11 p.m. and transitioned to a different executive session at 3:15 p.m.

(10) The Board met in executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 45 minutes, from 3:15 p.m. to 4:00 p.m. Present was J. Shacklett.

(11) Public Comment –Selkirk Sun was present but did not provide comment.

(12) Motion was made by R. Rosencrantz to approve the Resolution of the Pend Oreille County Board of County Commissioners Settling the Matter Entitled Johnson V. Pend Oreille County, Waiving the Fees Associated With The Process of a Boundary Line Adjustment and Other Matters Related Hereto. Motion was seconded by J. Gentle. Motion carried unanimously.

  
Chair

  
Vice Chair

  
Member

A Resolution of the Pend Oreille County Board of County Commissioners Settling the Matter Entitled Johnson V. Pend Oreille County, Waiving the Fees Associated With The Process of a Boundary Line Adjustment and Other Matters Related Hereto  
*RESOLUTION NO. 2023-19, COMMISSIONERS' RECORDING*

(13) Meeting continued to March 7.

March 7, 2023

The meeting resumed at 9:00 a.m. with B. Smiley, R. Rosencrantz, J. Gentle, and C. Zieske present.

(14) Public Works Director Craig Jackson was present for an update. Also in attendance were Assistant Public Works Director George Luft, Fleet Manager Brian Egland, Fleet Accountant/Risk Manager Teresa Deal, Office Manager/Cost Accountant Christy Parry, J. Shacklett, and present via Zoom were Solid Waste Coordinator Amanda Griesemer and Engineering Technician/Contracting & Procurement Agent Mike Kirkwood.

a) Motion was made by R. Rosencrantz to approve the road levy certification submittal for the County Road Administration Board and allow the chair to sign. Motion was seconded by J. Gentle. Motion carried unanimously.

b) Motion was made by J. Gentle to approve Public Works' request to advertise internally for five days then externally if necessary, to hire two permanent Road Technicians for District 3, at Step 1-2 DOE. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

c) B. Egland requested the sale of the surplus chip spreader to City of Newport. Motion was made by R. Rosencrantz to direct ER&R to sell one 1990 Model WHSM Chip Spreader (ST41), plus related parts, VIN # 44451171, to the City of Newport for a price of \$6,700.00, not including applicable taxes, and approve the resolution. Motion was seconded by J. Gentle. Motion carried unanimously.

Establish Fair Market Value And Authorize Direct Sale Of 1990 WHSM Chip Spreader To The City Of Newport  
*RESOLUTION NO. 2023-20, COMMISSIONERS' RECORDING*

d) J. Shacklett and T. Deal explained the reimbursement for the crushed gravel supply. Motion was made by J. Gentle to approve the resolution to discontinue crushed gravel supply from ER&R to the Road Department and to reimburse past expenditures from previous crushing services. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Authorize The Equipment Repair And Revolving Fund To Discontinue Crushed Gravel Supply To The Road Department And Direct The Road Department To Reimburse The Equipment Rental And Revolving Fund For Past Expenditures From Crushing Services  
*RESOLUTION NO. 2023-21, COMMISSIONERS' RECORDING*

e) A. Griesemer requested closure of transfer stations on Easter. Motion was made by R. Rosencrantz to approve the closure of Solid Waste Transfer Stations on Easter Sunday, April 9, 2023, with staff agreeing to use an accrued vacation day, accrued comp time, or accrued personal holiday. Motion was seconded by J. Gentle. Motion carried unanimously.

f) C. Jackson provided an overview and goals for Public Works in the future, including road maintenance and building plan. The group left the meeting room to view a new road grader. Also in attendance was Mechanic Justin Dunagan.

(15) R. Rosencrantz provided a report from Newport City Council meeting.

(16) Motion was made by J. Gentle to approve the Payroll Change Notices for Loretta Nichols, Mary Malone, Breanne Schutte, Christina Garayalde, and David O'Dell. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Payroll Change Notice:

Noxious Weed-

Loretta Nichols, Weed Board Coordinator, \$5,753.76/mo., to Step 4, \$5,874.97/mo. (*Wage Scale Change*), Effective 3/1/2023

Mary Malone, Education & Outreach Coordinator, Step 4, \$4,213.70/mo., to Director of Program Operations, Step 3, \$4,310.92/mo., Effective 3/1/2023

Sheriff's Office-

Breanne Schutte, Step 4, \$5,126.85/mo., Effective 3/1/2023

Christina Garayalde, Step 4, \$5,126.85/mo., Effective 3/1/2023

Counseling Services-

David O'Dell, Maintenance Assistant, Resignation, Effective 3/3/2023

(17) Community Development Director Greg Snow was present for an update. Information was provided on the Shoreline Master Program update and year-to-date comparisons of land use and building permit applications.

Motion was made by R. Rosencrantz to approve the updated contract with Spokane County for Hearing Examiner services. Motion was seconded by J. Gentle. Motion carried unanimously.

Interlocal Agreement for Hearing Examiner Services Between Spokane County and Pend Oreille County

*AGREEMENT NO. 2023-10, COMMISSIONERS' RECORDING*

(18) The Board recessed for lunch at 11:40 a.m.

(19) The meeting resumed at 1:15 p.m.

(20) The Board made site visits to county offices to conduct a space needs assessment. Also present was Facilities Maintenance Supervisor Ben Eggleston.

(21) The Board returned to their meeting room at 3:09 p.m.

(22) The Board discussed the space needs of county staff and availability of office space.

(23) B. Smiley presented an invoice for payment from the Hotel/Motel Tax as follows: Selkirk Sasquatch Events, \$510.00. Motion was made by R. Rosencrantz to reimburse Selkirk Sasquatch events for \$510.00 from the Hotel/Motel Tax Fund. Motion was seconded by J. Gentle. Motion carried unanimously.

(24) Correspondence Received:

- 3.1 POC Weed Board-3.8.23 Agenda & 2.8.23 Minutes
- 3.2 US Dept of Interior/BLM-Letter re: EIS for Updated Utility-scale Solar Energy Planning

(25) Correspondence Sent:


K. Hedrick-Letter of Appointment to the Planning Commission

(26) 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	\$ 54,462.29
Arts, Tourism, & Recreation	\$ 2,323.25
Counseling Services	\$ 25,049.05
Fair	\$ 131.08
Park	\$ 157.20
Road	\$ 20.30
Road Retainage	\$ 23,529.43
Veterans Assistance	\$ 7,421.67
Timber Sales	\$ 2,550.54
Emergency 911 Communications	\$ 4,777.15
Solid Waste	\$ 8,375.74
Risk Management	\$ 27,473.07
Equipment R&R	\$ 26,763.43
IT Services	\$ 7,948.79
Sheriff's Trust	<u>\$ 2,052.00</u>
TOTAL	\$ 193,034.99

Checks 209216 through 209299 totaling \$193,034.99 dated March 6, 2023.

(27) Meeting adjourned at 3:33 p.m.

APPROVED:   
 Chair of the Board

ATTEST:   
 Clerk of the Board