

March 27, 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) Consent Agenda - Motion was made by J. Gentle to approve the Consent Agenda, with the addition of setting a private road name hearing. Motion was seconded by R. Rosencrantz. Motion carried unanimously. The Consent Agenda includes this week's Agenda, the Minutes of the Board's March 20, 2023 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 3/24/23): \$186,524.15

Payroll Change Notice:

Community Development-

Andy Huddleston, Senior Planner, Step 5, \$5,680.63/mo., to Interim Community Development Director, \$7,500.00/mo. (*Temporary adjustment due to performance of higher classification work until Director returns from leave. This corrects the 3/20/2023 Payroll Change Notice, which stated an incorrect amount*), Effective 3/22/2023.

Solid Waste-

Dean Keck, Transfer Station Tech, Full-time, Step 1, \$3,594.75/mo., Effective 4/5/2023

Noxious Weed-

Mary Malone, Director of Program Operations to Manager of Program Operations, Effective 3/27/2023

Approval of job description title change of Weed Control position from *Director* of Program Operations to *Manager* of Program Operations

Approve the Revised Job Description and Request to Advertise & Hire, Steps 1-3 DOE: Behavioral Health Counselor

Approve the Revised Job Description and Request to Advertise & Hire, Steps 1-3 DOE: WISe Family Partner

Set a private road name hearing for 2:00 p.m. on April 18, 2023 for a proposed private road name, Trigger Ln.

(2) R. Rosencrantz gave reports from Northeast Tri County Health District, NEW Health, Tri-County Economic Development District Technical Advisory Committee (TEDD TAC), TEDD, and Rural Resources.

(3) Motion was made by J. Gentle to approve the Payroll Change Notice for Maureen Crossman. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

  
Chair  
Vice Chair  
Member

Payroll Change Notice:

Prosecutor-

Maureen Crossman, Victim/Witness Program Coordinator, Resignation, Effective 3/31/2023

- (4) Motion was made by R. Rosencrantz to approve the updated job description and authorize the advertisement and hire of candidate between Steps 1-2 DOE for the Witness/Victim Program Coordinator in the Prosecutor's Office. Motion was seconded by J. Gentle. Motion carried unanimously.
- (5) J. Gentle reported from Martin Hall and Legislative Steering Committee (LSC).
- (6) Zak Kennedy was present via Zoom to provide a legislative update. A review of current bills was discussed.
- (7) Sheriff Glenn Blakeslee was present for an update. Present via Zoom was ITS Administrative Assistant/Civil Deputy Glennis Stott. Topics included evidence room and Investigator office builds, an ongoing investigation, leadership library, 5-Year Strategic Plan, personnel, and Search & Rescue history. R. Rosencrantz inquired about the learning curve with new firearms and bodycams.
- (8) Human Resource Director Brenda Miller was present for an update. Topics included improved success with number of applicants, Personnel Policy update, holidays and CBA's, Risk Pool conference/board meeting, and new employee orientation.
- (9) The Board recessed for lunch at 12:02 p.m.
- (10) The meeting resumed at 1:15 p.m.
- (11) Motion was made by J. Gentle to approve the Payroll Change Notice for David King. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Payroll Change Notice:

Public Works-Road-

David King, Road Maintenance Tech-Seasonal, End of Seasonal Temporary Work, Effective 3/24/2023

- (12) Motion was made by J. Gentle to approve the recommendation from Assessor and Community Development Director to approve the Conservation Ag Land application received from Cody Krogh, at the minimum Public Benefit Rating of 5, and sign the Open Space Taxation Agreement. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Open Space Taxation Agreement-Cody Krogh

*AGREEMENT NO. 2023-14, COMMISSIONERS' RECORDING*

- (13) Motion was made by J. Gentle to approve the recommendation from Assessor and Community Development Director to approve the Conservation Ag Land application received from Claudia Krogh, at the minimum Public Benefit Rating of 5, and sign the Open Space Taxation Agreement. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

  
Chair

  
Vice Chair

  
Member

Open Space Taxation Agreement-Claudia Krogh  
*AGREEMENT NO. 2023-15, COMMISSIONERS' RECORDING*

(14) The Board met with the Clean Energy Coalition (CEC). Present were Auditor Marianne Nichols, Financial Manager Jill Shacklett, Grant Writer Stacy Carter, and CEC Members: Port of Pend Oreille Commissioner Kim Gentle, Newport City Administrator Abby Gribi, and Amy Sawyer; and via Zoom was CEC Member Sonya Scauflaire. A PowerPoint was shown, giving a status update and providing a strategy and approach to acquire federal funding. The Coalition proposed a CEC Project Manager, potentially funded by Local Assistance and Tribal Consistency Funds (LATCF).

(15) ITS Director Shane Flowers was present for an update. Present via Zoom was G. Stott. An update was provided on the website conversion, 2012 server replacements, and Yubikeys.

S. Flowers requested the payment of the Microsoft licensing bill. Motion was made by R. Rosencrantz to pay Microsoft licensing bills totaling \$54,402.61 to Insight Public Sector for Microsoft licensing for Office, servers, and endpoints. Motion was seconded by J. Gentle. Motion carried unanimously.

S. Flowers discussed replacing an Uninterruptible Power Supply and camera system.

(16) District Manager of Pend Oreille Conservation District Alex Case-Cohen was present via Zoom for an update. Grants were reviewed, including for riparian plant recovery, beaver dam analog, sustainable farms and field, and Metaline sewer line. Also discussed were Voluntary Stewardship Program activities, new staff, and the new office space.

(17) R. Rosencrantz gave an update from the POC Conservation District meeting.

(18) Prosecuting Attorney Dolly Hunt was present for a legal update. Topics included opioid settlements, American Rescue Plan Act subrecipient agreements, and upcoming updates to dog and boating ordinances. Also reviewed were office space needs.

(19) The Board hosted a Public Records Request Policy discussion. Present were Public Records Officer David Whiting, M. Nichols, D. Hunt, and via Zoom was S. Flowers. A draft copy of the POC Public Records Request Policy was reviewed, as well as discussion on body worn camera video requests.

(20) Public Comment –Jean Wells, Selkirk Sun, and Norm Smith were present via Zoom and William Stone was present in person. W. Stone (FD2 Annexation), Gloria Jean Wells (CEC), and Selkirk Sun (Public Records Request Policy) provided comment.

(21) Meeting continued to March 28.

March 28, 2023

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

(22) J. Shacklett was present to discuss ARPA funding.

(23) Public Works Director Craig Jackson was present for an update. Also in attendance, via Zoom, were Office Manager/Cost Accountant Christy Parry and Fleet Accountant/Risk Manager Teresa Deal.

a) Motion was made by J. Gentle to advertise for five days internally and hire an ER&R Mechanic, at Step 1-2 DOE, and approve the revised job description, and in the case of an unfilled position to advertise externally at Step 1-2 DOE. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

b) Motion was made by R. Rosencrantz to direct ER&R to sell one 2013 Ford F250 4x4 (A1445), VIN: 1FT7X2B65DEB04872, to South Pend Oreille Fire and Rescue for a price of \$11,000.00, not including applicable taxes. Motion was seconded by J. Gentle. Motion carried unanimously.

Establish Fair Market Value And Authorize Direct Sale To South Pend Oreille Fire And Rescue-Ford F250  
*RESOLUTION NO. 2023-24, COMMISSIONERS' RECORDING*

c) Motion was made by J. Gentle to return the remaining \$94,117.72 amount of the performance bond held by Pend Oreille County for successful completion of sewer construction at Whisper Point Development. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

d) Motion was made by R. Rosencrantz to enter into a contract with Central Washington Asphalt for the Project CRP 847 LeClerc Road North Milepost 29.2 to 32.2 and approve the resolution. Motion was seconded by J. Gentle. Motion carried unanimously.

Entering Into Contract With Central Washington Asphalt For The Project CRP 847 LeClerc Road North Milepost 29.2 To 32.2  
*RESOLUTION NO. 2023-25, COMMISSIONERS' RECORDING*

e) C. Jackson provided an Electric Vehicles/alternative fuel vehicles presentation. Joining the update in progress via Zoom were Assistant Public Works Director George Luft and Engineering Department Manager Eric Roth. Topics included developing an EV Procurement Plan, determining funding, installing infrastructure, and purchasing and deploying EV's.

f) C. Jackson presented a PowerPoint on Shared Use Pathway Bridge in Usk. Also discussed were a cooperative agreement with Bonner County, illegal firewood cutting activities, Meet & Greet with union representatives, and County Road Plan ongoing updates. Potential summer personnel was also requested.

(24) Counseling Services Director Nicole Vangrimbergen was present for an update. Topics included staffing, outpatient Behavioral Health Services—with a decrease in “no show” rates, agency productivity, and Medicaid updates.

(25) 4-H Youth Development/Master Gardeners Volunteer Coordinator Beverly Sarles was present via Zoom for a WSU Extension update. Discussed were the upcoming national 4-H conference, Master Gardeners classes, demonstration garden, and building clean-up.

(26) Grant Writer Stacy Carter was present for an update. An update was provided on resource library, professional development, and grant opportunities.

(27) The Board recessed for lunch at 12:17 p.m. and J. Gentle was excused for the day, to travel to LSC meetings in Olympia.

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

(29) Motion was made by R. Rosencrantz to approve the Payroll Change Notice, dated April 1, 2023 for Luke Nichols. Motion was seconded by B. Smiley. Motion carried unanimously.

Payroll Change Notice:  
Public Works-Buildings & Ground-  
Luke Nichols, Temp Facility Maintenance, End of season, Effective 4/1/2023

(30) Motion was made by R. Rosencrantz to approve the Payroll Change Notice, effective April 1, 2023, for Rylan Hastings. Motion was seconded by B. Smiley. Motion carried unanimously.

Payroll Change Notice:  
Public Works-Buildings & Ground-  
Rylan Hastings, Temp Facility Maintenance, End of season, Effective 4/1/2023

(31) Bid Opening-2023 Multi-Site Parking Lot Paving-Phase II. Present were Facilities Maintenance Supervisor Ben Eggleston, Engineering Technician/Contracting & Procurement Agent Mike Kirkwood, Samuel Williams and Aaron Peterson from Interstate Concrete, Scott Wood from Wood’s Crushing, and Brooke Kelly from Poe Asphalt Paving, Inc.

The hearing was opened, and the notice was read. Bids were received from Interstate Concrete & Asphalt of Sandpoint, ID for \$132,510.58; Wood’s Crushing & Hauling, Inc. of Sandpoint, ID for \$150,440.75; and Poe Asphalt Paving, Inc. of Post Falls, ID for \$230,316.45.

B. Eggleston requested permission to review the bids for completeness and quality checks and present the award recommendations next week during the Public Works update. No comments were received. The hearing was closed.

(32) The Board was excused from their meeting room at 2:25 p.m., allowing them to independently visit departments.

(33) Correspondence Received:

- 3.15 TEDD/RTPO-2.22.23 Agenda, 2.22.23 Minutes & 1.25.23 Minutes
- 3.16 NEW RTPO- 3.22.23 Agenda & 2.22.23 Minutes
- 3.17 LEPC-1.26.23 Minutes
- 3.18 Martin Hall-3.23.23 Agenda & 2.23.23 Minutes

(34) 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	\$ 366,527.15
Counseling Services	\$ 88,720.60
Crime Victims Compensation	\$ 343.06
Fair	\$ 550.00

  
Chair

  
Vice Chair

  
Member

Park	\$ 415.88
Road	\$ 96,632.05
Veterans Assistance	\$ 2,225.00
Emergency 911 Communications	\$ 33,499.00
Public Facilities	\$ 18,143.55
Mental Health Tax	\$ 713.82
Solid Waste	\$ 17,492.64
Risk Management	\$ 1,220.58
Equipment R&R	\$ 60,432.95
IT Services	\$ 22,090.98
TOTAL	\$ 709,007.26

Checks 209654 through 209682 totaling \$98,296.42 and Electronic Funds Transfers 45666 through 45674 totaling \$219,078.14, and Check 209653 totaling \$1,684.08, and Electronic Funds Transfers 45450 through 45665 totaling \$356,209.89, dated March 24, 2023. Includes Jr. Taxing Districts.

Checks 209683 through 209729 totaling \$98,907.84, dated March 27, 2023.

(35) Meeting adjourned at 2:25 p.m.

APPROVED:   
Chair of the Board

ATTEST:   
Clerk of the Board