

June 26, 2023

Note: The meeting was not called to order at 9:00 a.m., as noticed in the tentative agenda. Due to Open Public Meeting Act (OPMA) quorum considerations of the scheduled 10:00 a.m. Greenhouse Project ribbon cutting event, only Chair Brian Smiley attended the event, and the meeting was postponed until 2:00 p.m.

(1) The meeting of the Pend Oreille County Board of Commissioners was called to order at 2:00 p.m. in the Commissioners' 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.

(2) Consent Agenda - Motion was made by J. Gentle to approve the Consent Agenda for this 26th day of June, 2023. Motion was seconded by R. Rosencrantz. Motion carried unanimously. The Consent Agenda includes this week's Agenda, the Minutes of the Board's June 20, 2023 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 6/23/23): \$405,280.90

Payroll Change Notice:

Counseling Services-

Madilynn Wells, Receptionist, Resignation, Effective 6/30/2023

Public Works-ER&R-

Jake Scribner, Mechanic, Full-time, Step 2, \$28.34/hr., Effective 7/5/2023

Public Works-Solid Waste-

Yolonda Mendoza, Scale Attendant, Step 4, \$3,700.88/mo., Effective 7/1/2023

Sheriff's Office-

Dawn Taylor, Administrative Assistant, \$5,475.28/mo. to \$5,639.54/mo., Effective 6/01/2023 (*Must remain 10% above highest paid subordinate, per the Sheriff's Office Salary Schedule*)

District Court-

Megan Sherwin, Deputy Clerk, Resignation, Effective 6/30/2023

Commissioners-

Crystal Zieske, Clerk of the Board/Office Manager, Longevity, \$35.00/mo., Effective 7/1/2023

Request to Advertise & Hire, Steps 1-3 DOE: District Court Deputy Clerk, 4/5th-time

Resolution Regarding Approval Of The 2022 Road Salt Purchase-GMCO Corporation
RESOLUTION NO. 2023-71, COMMISSIONERS' RECORDING

Resolution Regarding Approval Of The 2023 Winter Maintenance Sand Schedule I Mid
County-JMAC Resources
RESOLUTION NO. 2023-72, COMMISSIONERS' RECORDING

Resolution Regarding Approval Of The 2023 Winter Maintenance Sand Schedule II North
County-Dawson Construction, Inc.
RESOLUTION NO. 2023-73, COMMISSIONERS' RECORDING


Chair


Vice Chair


Member

Letter of Appreciation for 15 Years of Service-Josh Shelton (ITS)

Letter of Appreciation for 10 Years of Service-Zach Deiss (ITS)

Letter of Appreciation for 5 Years of Service-Crystal Zieske (Commissioners)

(3) Motion was made by R. Rosencrantz to sign the Certificate of Appreciation for George Luft on the occasion of his retirement. Motion was seconded by J. Gentle. Motion carried unanimously.

(4) Motion was made by J. Gentle to approve vouchers for the week of July 3, 2023 to be signed by one Commissioner only, due to no Commissioner meetings being held. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(5) Sheriff Glenn Blakeslee was present for an update. Topics included firearms training and local events.

(6) Prosecuting Attorney Dolly Hunt was present via Zoom for a legal update. Discussed were Deputy Prosecutor pay and OPMA.

(7) R. Rosencrantz gave updates from Newport City Council and Pend Oreille Conservation District meetings.

(8) Colville National Forest District Ranger Carin Vadala was present for a Forest Service update. Topics included Browns Lake closure, court ruling regarding forest management plan, Sullivan Lake picnic shelter, and fire update.

(9) B. Smiley provided a report from the POC Parks Board meeting.

(10) Public Comment – Newport Miner News Editor Don Gronning was present via Zoom but did not provide comment.

(11) The Board met in executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 15 minutes, from 4:02 p.m. to 4:17 p.m. Present was C. Zieske. An additional 20 minutes was requested until 4:37 p.m.


(12) Meeting continued to June 27.

June 27, 2023

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

(13) B. Smiley gave a report from the Pend Oreille Innovation Center Greenhouse Project Launch ribbon cutting ceremony.

(14) The Board held a ceremony to recognize the retirement of Assistant Public Works Director George Luft. Also present were Public Works Director Craig Jackson, Professional Engineer Don Ramsey, Fleet Accountant/Risk Manager Teresa Deal, Office Manager/Cost Accountant Christy Parry, Human Resource Director Brenda Miller, and present via Zoom were Solid Waste Coordinator


Chair


Vice Chair


Member

Amanda Griesemer and Engineering Department Manager Eric Roth. Auditor Marianne Nichols joined the meeting in progress. A Certificate of Appreciation was presented to G. Luft.

(15) C. Jackson was present for a Public Works update. Also in attendance were G. Luft, D. Ramsey, C. Parry, T. Deal, B. Miller, M. Nichols, and present via Zoom were A. Griesemer and E. Roth.

Motion was made by J. Gentle to approve the job description for Road District Lead Foreman and approve the promotion of Roy Anderson from Road District Foreman to the position of Road District Lead Foreman, effective July 1, 2023, at Step 1, and approve the Payroll Change Notice. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Payroll Change Notice:

Public Works-Roads-

Roy Anderson, Road Foreman District 1, Step 3, \$34.77/hr. to Road District Lead Foreman, Step 1, \$36.51/hr., Effective 7/1/2023 (*One-year Step Advancement to Step 2 with Satisfactory Performance*)

C. Jackson requested approval of a Support Specialist position. Action was tabled for further work on the job description. B. Miller left the update.

Motion was made by R. Rosencrantz to adopt the Pend Oreille County Public Works Strategic Plan for the years 2023 to 2028, dated June 27, 2023, with the addition on page 11, of “fully funded and...” to the line, “Ensure that all Road Maintenance Department operations and services are delivered in a cost-effective and fiscally responsible manner.” Motion was seconded by J. Gentle. Motion was tabled until the revised document can be provided.

C. Parry provided a 2023 mid-year budget review.

Motion was made by J. Gentle to approve purchase from State contract (#05916) one 2023 Ford F150 4x4 Extended cab, for the price of \$43,390.24, including sales tax. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

C. Jackson provided updates on road revenues, organizational chart, and mechanic supervisor position. B. Miller rejoined the meeting to discuss the position, then she and M. Nichols left. Work for the City of Newport was discussed. D. Ramsey explained a potential road vacation, then C. Jackson reviewed the intersection report, Counseling Services rent revenue increase, Search & Rescue building lease, and brick work funds and reallocation.

Motion was made by J. Gentle to approve the ARPA request from Parks & Recreation for the purchase of bear-proof trash receptacles for \$3,900.00 including tax and shipping. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(16) Counseling Services Director Nicole Vangrimbergen was present for an update. Also present was Counseling Services Business Manager Kris Martin. Topics included staffing and WA Council for Behavioral Health. A discussion was held on agency building maintenance, including interior refresh and roof replacement, and the Board was in support.

Motion was made by J. Gentle to advertise and hire a Receptionist at Step 1-3 DOE. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Motion was made by R. Rosencrantz to approve the promotion of Kelly Alliger to Recovery Navigator Program Supervisor, Step 1 at \$5,127.52/mo., effective July 1, 2023, and approve the Payroll Change Notice. Motion was seconded by J. Gentle. Motion carried unanimously.

Payroll Change Notice:
Counseling Services-

Kelly Alliger, Business Admin Assist II, Step 4, \$4,115.11/mo., to RNP
Supervisor, Step 1, \$5,127.52/mo. Effective 7/1/2023

Motion was made by J. Gentle to approve the updated Business Administrative Assistant job description and approve the request to advertise internally only and hire a BAA, Steps 1-3 DOE. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(17) Associate Professor and County Extension Director Mike Jensen was present for an update. Discussed were community wildfire mitigation plans, Greenhouse Project, forestry job share possibilities, Master Gardeners, and 4-H Teen Conference.

(18) ITS Director Shane Flowers was present for an update. A review of the proposed website was presented. A request was made to purchase an uninterrupted power supply. Motion was made by R. Rosencrantz to sign the Performance Power maintenance quote for three years of service, paying all three years upfront at a total cost of \$22,225.46, plus taxes. Motion was seconded by J. Gentle. Motion carried unanimously.

Eaton Performance Power-#KP052301
AGREEMENT NO. 2023-29, COMMISSIONERS' RECORDING

An update was provided on public records requests.

(19) The Board recessed for lunch at 12:10 p.m.

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

(21) The revised Public Works Strategic Plan was provided by C. Jackson (*see #15*). Motion was made by R. Rosencrantz to approve and sign the Pend Oreille County Public Works Strategic Plan for the years 2023-2028. Motion was seconded by J. Gentle. Motion carried unanimously.

Pend Oreille County Public Works Strategic Plan 2023 To 2028
RESOLUTION NO. 2023-74, COMMISSIONERS' RECORDING

(22) Motion was made by J. Gentle to approve the Payroll Change Notices for David Sears, Carl Jackson, Bob Sanborn, and Margie Fedderly. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Payroll Change Notice:
Board of Equalization-

David Sears, Alternate Member, Effective 1/27/2023; and BOE Stipend of \$100.00
for up to a six-hour day and \$175.00 for a six-hour plus to eleven-hour day,
Effective 6/12/2023

Carl Jackson, Member, BOE Stipend of \$100.00 for up to a six-hour day and \$175.00 for a six-hour plus to eleven-hour day, Effective 6/12/2023
Bob Sanborn, Member, BOE Stipend of \$100.00 for up to a six-hour day and \$175.00 for a six-hour plus to eleven-hour day, Effective 6/12/2023
Margie Fedderly, Member, BOE Stipend of \$100.00 for up to a six-hour day and \$175.00 for a six-hour plus to eleven-hour day, Effective 6/12/2023

(23) Grant Writer Stacy Carter was present for an update. Discussed were grant projects and readiness, Request for Qualifications for consultants, and education.

(24) Human Resource Director Brenda Miller was present for an update. Topics included vacancy rate, open positions, and Sick Leave Policy.

B. Miller explained a simple wording mistake on a prior agreement. Motion was made by J. Gentle to approve the amended resolution and corrected Memorandum of Agreement by and between the Pend Oreille County Board of Commissioners and Teamsters Local 690, Pend Oreille Co. Sheriff's Office regarding the addition of paid scheduled holiday. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Correction Of The Memorandum Of Agreement By And Between Pend Oreille County Board Of Commissioners And Teamsters Local 690, Pend Oreille Co. Sheriff's Office For Addition To Holidays (*Amending Resolution No. 2023-66*)
RESOLUTION NO. 2023-75, COMMISSIONERS' RECORDING

Also discussed was the exempt employees list.

(25) Motion was made by R. Rosencrantz to approve the Agreement To Fund The Pend Oreille Valley CASA Program Pursuant To The Existing Memorandum Of Understanding Between The Kalispel Tribe CASA Program And Pend Oreille County from July 1, 2023 To June 30, 2026. Motion was seconded by J. Gentle. Motion carried unanimously.

Agreement To Fund The Pend Oreille Valley Casa Program Pursuant To The Existing Memorandum Of Understanding Between The Kalispel Tribe Casa Program And Pend Oreille County July 1, 2023 To June 30, 2026
AGREEMENT NO. 2023-28, COMMISSIONERS' RECORDING

(26) Bid Opening-2023 Fair Sewer Replacement, Phase I. Present were Engineering Technician/ Contracting & Procurement Agent Mike Kirkwood and Fair Board Chair Glenn Miller. The hearing was opened, and the notice was read. A bid was received from Chitwood Enterprises of Cusick, WA for \$89,100.00, plus \$6,860.70 in tax, for grand total of \$95,960.70. The Board inquired about the work included in Phase I and the relationship with Town of Cusick system. G. Miller further explained the required work completion and invoicing deadline of July 25, 2023.

M. Kirkwood requested permission to review the bid for completeness and present the award recommendation later this afternoon. The hearing was closed.

(27) M. Kirkwood and G. Miller returned with a bid recommendation. Motion was made by J. Gentle to award the 2023 Fair Sewer Replacement Phase I project to Chitwood Enterprises in the amount of \$95,960.70, including tax. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(28) Motion was made by J. Gentle to authorize Commissioner Rosencrantz to sign the contract and resolution with Chitwood Enterprises for the 2023 Fair Sewer Replacement Phase I project during the week of July 3, 2023 on behalf of the entire Board. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(29) The Board met in executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 75 minutes, from 3:00 p.m. to 4:15 p.m. At 3:15 p.m., B. Miller and S. Flowers joined the session. S. Flowers left the meeting at 3:48 p.m.

(30) Correspondence Received:

- 6.7 Martin Hall-6.22.23 Agenda & 5.25.23 Minutes
- 6.8 B. Billingsley-1st Quarter Caseload Report
- 6.9 TEDD-6.28.23 Agenda
- 6.10 NEW RTPO/TAC-6.28.23 Agenda & 5.24.23 Minutes

(31) Correspondence Sent:

- J. Shelton-Letter of Appreciation for 15 Years of Service
- Z. Deiss-Letter of Appreciation for 10 Years of Service
- C. Zieske-Letter of Appreciation for 5 Years of Service
- G. Luft-Certificate of Appreciation on Retirement

(32) 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	\$ 428,150.45
Counseling Services	\$ 124,177.46
Crime Victims Compensation	\$ 342.75
Fair	\$ 1,232.63
Technology Project	\$ 2,758.14
Park	\$ 5,749.86
Road	\$ 197,670.26
Election Reserve	\$ 79,922.33
Emergency 911 Communications	\$ 36,421.08
Low Income Housing/2060	\$ 2,842.93
Homeless Program/2163	\$ 10,251.81
Public Facilities	\$ 14,993.12
Mental Health Tax	\$ 791.91
Solid Waste	\$ 23,589.42
Risk Management	\$ 941.31
Equipment R&R	\$ 176,350.82
IT Services	\$ 22,162.11
Sales/Excise Tax	\$ 28.13
TOTAL	<u>\$1,128,376.52</u>

Checks 211489 through 211517 totaling \$101,694.48 and Electronic Funds Transfers 47238 through 47245 totaling \$247,379.64, and Checks 211486 through 211488 totaling \$10,996.45, and Electronic Funds Transfers 47011 through 47237 totaling \$408,348.63, dated June 23, 2023. Includes Jr. Taxing Districts.

Checks 211518 through 211576 totaling \$424,252.18 and Electronic Funds Transfers 47246 through 47248 totaling \$4,665.32, dated June 26, 2023.

Check 211616 totaling \$5,654.25, dated June 27, 2023.

(33) Meeting adjourned at 4:30 p.m.

APPROVED: 
Chair of the Board

ATTEST: 
Clerk of the Board