

July 3-4, 2023

No Commissioners' meeting was held, due to the Independence Day holiday.

2023 Fair Sewer Replacement Phase I  
*RESOLUTION NO. 2023-76, COMMISSIONERS' RECORDING*

July 10, 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. R. Rosencrantz offered the invocation and led the flag salute.

(1) Consent Agenda - Motion was made by J. Gentle to approve the Consent Agenda for July 10, 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 26, 2023 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 7/7/23): \$454,860.66  
Investment Earnings (through June 30): \$405,280.90

Payroll Change Notice:  
Sheriffs-Corrections

Judea Stigall, Corrections Officer, Full-time, Step 1, \$3,584.52/mo.,  
Effective 7/1/2023

Counseling Services-

Tyler Stegenga, Compliance Coordinator, Discharge, Effective 6/30/2023  
Linda Darcy, Receptionist, Resignation, Effective 6/30/2023

Auditor-

Samantha Hepp, Certified DOL Deputy, Step 2, \$3,293.84/mo., to Recording  
Supervisor, Step 2, \$3,534.82/mo., Effective 8/1/2023

Public Works-Roads-

Nick Tucker, Summer Temp, Resignation, Effective 7/13/2023

Approval of Updated Job Description and Request to Advertise & Hire, Steps 1-2 DOE:  
DOL/Recording Deputy

Advertise & Hire, Step 1: Civil Deputy/Evidence Custodian (advertise internally, and externally if needed)

Advertise & Hire: Counseling Services Receptionist, Step 1-3, DOE

Approval of Updated Job Description: Recording Supervisor

Promotion of Samantha Hepp from Certified DOL Deputy to Recording Supervisor at Step 2 (\$3,534.82/mo.), Effective August 1, 2023

Promotion of Nichole Packwood from Receptionist to Business Admin I at Step 3 (\$3,619.18/mo.), Effective July 16, 2023

Approval of Mark Stenzel as a Designated Crisis Responder (DCR) for Pend Oreille County

Washington Association Of Sheriffs And Police Chiefs Interagency Agreement-  
Registered Sex Offender Address Verification Program  
*RESOLUTION NO. 2023-77, COMMISSIONERS' RECORDING*

In The Matter Of Executing An Agreement Between Pend Oreille County And The  
Washington State Department Of Ecology  
*RESOLUTION NO. 2023-78, COMMISSIONERS' RECORDING*

SECO Basic Service Operating (BSO) Contract SFY2024 Washington State Military  
Department and State 911 Funds E24-032  
*AGREEMENT NO. 2023-30, COMMISSIONERS' RECORDING*

PEBB Employer Group Interlocal Agreement between Pend Oreille County and the Public  
Employees Benefit Board K5724, Amendment Number 1  
*AGREEMENT NO. 2023-31, COMMISSIONERS' RECORDING*

County Program Agreement-Consolidated Contract DCYF Agreement Number 2363-48764  
*AGREEMENT NO. 2023-32, COMMISSIONERS' RECORDING*

(2) R. Rosencrantz provided reports from Newport City Council, Tri-County Economic Development District (TEDD), and TEDD Technical Advisory Committee meetings. B. Smiley gave an update from Northeast Washington Forestry Coalition.

(3) Motion was made by J. Gentle to approve the Payroll Change Notices for Nichole Packwood and Linda Blore. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Payroll Change Notice:  
Auditor-

Linda Blore, Chief Deputy Auditor, Retirement, Effective 8/31/2023

Counseling Services-

Nichole Packwood, Receptionist, Step 2, \$3,255.53/mo., to Business Admin I, Step 3, \$3,619.18/mo., Effective 7/16/2023

(4) The Board held a discussion on ARPA funds. Present were Auditor Marianne Nichols and Financial Manager Jill Shacklett. The Board left their meeting room from 11:00 a.m. to 11:03 a.m. to view the Auditor's Office records room. M. Nichols requested funds to digitize POC land documents, piggybacking on a Request for Proposal from Snohomish County.

Motion was made by J. Gentle to approve the Auditor's digitizing request from ARPA funds in the amount of \$150,000.00. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

The Board received a request from YES for the purchase of food preparation equipment for the Art Scape Program through Selkirk Wellness Association. The Board was in full support of allowing these purchases from the ARPA Subrecipient Agreement with YES.

(5) The Board met in executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 30 minutes, from 11:30 a.m. to 12:00 p.m. Present were Human Resource Director Brenda Miller and Public Works Director Craig Jackson. An additional 5 minutes was requested until 12:05 p.m.

(6) The Board recessed for lunch at 12:05 p.m.

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

(8) B. Miller was present for a Human Resources update. Also present was J. Shacklett. Topics included salary classification tool/scoring rubric and exempt employees.

Motion was made by J. Gentle to approve the request to hire Alicia Pereyda, Commissioner Programs/HR Assistant/Civil Service as Compliance Coordinator in the Counseling Services department, Step 4, effective August 1, 2023, and approve the Payroll Change Notice. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Payroll Change Notice:

Commissioners-

Alicia Pereyda, Commissioner Programs/HR Assistant/Civil Service, Step 3,  
\$4,208.64/mo., to Counseling Services, Compliance Coordinator, Step 4,  
\$4,281.42/mo., Effective 8/1/2023

Discussion was held on personnel, performance evaluations, upcoming Collective Bargaining Agreements, and Washington Counties Risk Pool conference.

(9) The Board met in executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 30 minutes, from 2:30 p.m. to 3:00 p.m.

(10) Prosecuting Attorney Dolly Hunt was present for a legal update. Topics included regional opioid abatement council and deputy prosecutor's pay.

A revision has been recommended to the language in the CASA agreement adopted on June 27, 2023, therefore a new version has been provided for signature. 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 (*Rescinding A-2023-28*)


*AGREEMENT NO. 2023-33, COMMISSIONERS' RECORDING*

(11) The Board met in executive session regarding pending litigation pursuant to RCW 42.30.110(1)(i) for 45 minutes from 3:15 p.m. to 4:00 p.m. Present were D. Hunt, C. Jackson, and via Zoom were Attorneys Attorney Nathan Smith and Alex Fern.

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

  
Chair

  
Vice Chair

  
Member

(13) Motion was made by R. Rosencrantz to approve A Resolution of the Pend Oreille County Board of County Commissioners Regarding the Resolution of a Quiet Title Action Involving the Kalispel Tribe of Indians and Certain Interests of Pend Oreille County in The Real Property Subject Thereto. Motion was seconded by J. Gentle. Motion carried unanimously.

A Resolution of the Pend Oreille County Board of County Commissioners Regarding the Resolution of a Quiet Title Action Involving the Kalispel Tribe of Indians and Certain Interests of Pend Oreille County in The Real Property Subject Thereto  
*RESOLUTION NO. 2023-79, COMMISSIONERS' RECORDING*

(14) Meeting continued to July 11.

July 11, 2023

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

(15) C. Jackson was present for a Public Works update. Also in attendance were Engineering Technician/Contracting & Procurement Agent Mike Kirkwood, Fleet Accountant/Risk Manager Teresa Deal, and present via Zoom were Solid Waste Coordinator Amanda Griesemer, Office Manager/Cost Accountant Christy Parry, and Engineering Department Manager Eric Roth.

a) C. Jackson provided an overview of county timber land parcels.

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

c) Motion was made by R. Rosencrantz to award competitive bid to Wendy's for roof repair at District 1, as the lowest bidder at \$20,376.84. Motion was seconded by J. Gentle. Motion carried unanimously.

d) M. Kirkwood requested approval to apply for a grant for improvements at POC Park. Motion was made by J. Gentle to approve Parks & Recreation to apply for an upcoming Recreation & Conservation Office Local Parks Maintenance Grant. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

e) Motion was made by R. Rosencrantz to approve Parks & Recreation to provide a stipend payment of \$200.00/mo., for the camp host at Pend Oreille Park. Motion was seconded by J. Gentle. Motion carried unanimously.

f) Motion was made by J. Gentle to approve the resolution amending Resolution 2023-71, due to a scrivener's error with the date in the title. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Amending Resolution 2023-71 To Correct Scrivener's Error-Resolution Regarding Approval Of The 2023 Road Salt Purchase-GMCO Corporation  
*RESOLUTION NO. 2023-80, COMMISSIONERS' RECORDING*

g) Discussion was held on upcoming projects with the Kalispel Tribe, LeClerc overlay by contractor, Winchester Road winter maintenance, POC paving, and Calispel Peak road rehabilitation. A proposed sale of a truck to Weed Board was mentioned. A report on the existing fuel tanks at Usk was provided, as well as potential fueling from Kalispel Tribe.

h) A. Griesemer reported on dump trucks and dumpsters at the transfer stations. T. Deal noted an upcoming update to the Public Works Drug and Alcohol Policy and spoke of future tracking for the Risk Management Strategic Plan.

i) Motion was made by J. Gentle to approve the job description and advertise and hire internally within the Road Union for the Public Works Support Specialist position, Steps 1-3 DOQ. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

j) M. Kirkwood provided an update on Lake Newport State Park access and title reports, potential firearms range, and a potential timber sale using a forestry consultant.

(16) M. Nichols and J. Shacklett were present for a 2<sup>nd</sup> quarter budget update.

(17) Grant Writer Stacy Carter was present for an update. A review of the past 11 month's grant writing work was given.

(18) The Board recessed for lunch at 12:01 p.m.

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

(20) Motion was made by R. Rosencrantz to remove Bob Sanborn from the Board Of Equalization and send him a letter to that effect. Motion was seconded by J. Gentle. Motion carried unanimously.

(21) Motion was made by R. Rosencrantz to eliminate the position of Grant Writer until further notice and terminate the associated employment agreement currently in place, effective August 25, 2023, and approve the associated Payroll Change Notice. Motion was seconded by J. Gentle. Motion carried unanimously.

Payroll Change Notice:

Commissioners-

Stacy Carter, Grant Writer, *(Eliminating the Grant Writer position for the County. Stacy will remain eligible for rehire)*, Effective 8/25/2023

(22) T. Deal was present for an ER&R Overhead update. Also present were Professional Engineer Don Ramsey, C. Jackson, M. Nichols, and J. Shacklett, and via Zoom was C. Parry.

(23) The Board met in executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 60 minutes, from 3:03 p.m. to 4:03 p.m. Present was C. Zieske. An additional 17 minutes was requested until 4:20 p.m.

(24) Meeting continued to July 13.

  
Chair  
Vice Chair  
Member

July 13, 2023

The meeting resumed at 12:00 p.m. at Peewee Falls Overlook with B. Smiley, R. Rosencrantz, J. Gentle, and C. Zieske present. A ribbon cutting ceremony was held.

(25) At 12:46 p.m., motion was made by J. Gentle to approve the advertisement and hire to fill the Commissioner Programs/HR Assistant/Civil Service position recently vacated, at Steps 1-3. Motion was seconded by R. Rosencrantz. Motion carried unanimously. The Board left the Peewee Falls Overlook area at 12:48 p.m.

(26) After traveling, the Board met at 1:48 p.m. with Colville National Forest's District Ranger Carin Vadala, Fire Manager Reese Bennett, and Cody Montgomery to view 2022 Thor Fire site and get a briefing. Also present from the public was Jim Nelson. The Board left the Thor Fire site at 2:46 p.m.

(27) Correspondence Received:

- 7.1 U.S. Department of the Interior- Land-Into-Trust Application
- 7.2 C. Van Valkenburg-2023 2<sup>nd</sup> Quarter Caseload Report
- 7.3 Cusick Town Hall Council Meeting-7.11.23 Agenda
- 7.4 S/J Schmid-Letter re: Proposal for Continued Snow Removal
- 7.5 Greater Newport Area Chamber of Commerce-Membership Packet 2023
- 7.6 POC Fair & Rodeo Association-7.11.23 Agenda & 6.6.23 Minutes

(28) Correspondence Sent:

B. Sanborn-Letter of Removal from Board of Equalization

(29) 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	\$ 472,517.47
Counseling Services	\$ 139,430.49
Crime Victims Compensation	\$ 356.66
Fair	\$ 2,239.78
Law Library	\$ 81.32
Park	\$ 2,959.57
Road	\$ 373,481.09
Veterans Assistance	\$ 2,231.40
Emergency 911 Communications	\$ 60,119.27
Low Income Housing/2060	\$ 5,326.05
Homeless Program/2163	\$ 2,243.36
Mental Health Tax	\$ 1,067.60
American Rescue Plan Act	\$ 3,920.28
Capital Projects	\$ 366.18
Solid Waste	\$ 176,514.51
Risk Management	\$ 324.24
Equipment R&R	\$ 55,469.25
IT Services	\$ 32,623.53
Sheriff's Trust	<u>\$ 528.00</u>
TOTAL	\$1,331,800.05

  
Chair

  
Vice Chair

  
Member



Checks 211617 totaling \$550.02, dated June 27, 2023.

Checks 211618 through 211693 totaling \$385,120.53, dated July 3, 2023.

Checks 211711 through 211735 totaling \$8,937.25 and Electronic Funds Transfers 47249 through 47313 totaling \$64166.30, and Checks 211736 through 211740 totaling \$4,640.04, and Electronic Funds Transfers 47314 through 47542 totaling \$381,126.02, Checks 211741 through 211786 totaling \$104,362.89 and Electronic Funds Transfers 47543 through 47552 totaling \$278,510.27, dated July 10, 2023. Includes Jr. Taxing Districts.

Checks 211787 through 211866 totaling \$136,130.62 and Electronic Funds Transfers 47553 totaling \$4,000, dated July 10, 2023.

(30) After traveling back to the Sullivan Lake Ranger Station, the Board reviewed next week's tentative agenda, and the meeting adjourned at 3:21 p.m.

APPROVED:   
Chair of the Board

ATTEST:   
Clerk of the Board