

August 7, 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. J. Gentle offered the invocation and led the flag salute.

(1) R. Rosencrantz gave reports from Cusick Town Council and PO Conservation District meetings. B. Smiley provided updates from the Fair Board and Economic Development Council meetings.

(2) Consent Agenda - Motion was made by R. Rosencrantz to adopt and approve the Consent Agenda for August 7, 2023. Motion was seconded by J. Gentle. Motion carried unanimously. The Consent Agenda includes this week's Agenda, the Minutes of the Board's July 31, 2023 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 8/4/23):	\$533,698.59
Investment Earnings (through July 31):	\$482,798.02

Payroll Change Notice:

Treasurer-

Juliana Welch, Deputy Accountant I, Step 2, \$3,293.84/mo., Effective 7/17/2023

Counseling Services-

Carissa Enfield, Receptionist, Resignation, Effective 8/2/2023

Kaileyann McGee, Customer Support Specialist, Step 3, \$3,543.63/mo., Effective 8/16/2023

Sabrina Newton, Co-occurring Counselor, \$36.68/hr., to Step 4, \$31.68/hr., (*Removal of temporary increase for out of class duties of Clinical Supervisor-\$5.00/hr.*) Effective 8/1/2023

Sheriff-Corrections-

Erik Krsak, Step 5, \$4,068.30, Effective 9/1/2023

Department of Ecology Agreement No. SWMCLCP-2325-PeOCPW-00085 Solid Waste Management Community Litter Cleanup Program Agreement Between The State of Washington Department of Ecology and Pend Oreille County Public Works
AGREEMENT NO. 2023-36, COMMISSIONERS' RECORDING

Contract for Indigent Defense Services-Preliminary Appearance Representation Felony and Misdemeanor-Brett Billingsley
CONTRACT NO. 2023-16, COMMISSIONERS' RECORDING

Board of Equalization-Notice of Approval to Hear Property Tax Appeals

Removal of \$5.00/hour pay differential for Out of Class duties for Sabrina Newton, effective 7/31/2023

(3) Interim Community Development Director Andy Huddleston was present for an update. An update was provided on site evaluations, building permit/land use/shoreline applications, and upcoming Comprehensive Plan hearing.

(4) The Board recessed for lunch at 11:22 a.m.

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

(6) Newport Creative District Board President Linda Cassella was present for an update. She provided a presentation and requested a letter of support.

(7) The Board held a discussion on 2024 proposed budget for Commissioners' funds. Present were Auditor Marianne Nichols, Financial Manager Jill Shacklett, and Treasurer Nicole Dice.

(8) 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 3:01 p.m. to 3:31 p.m. Present were Prosecuting Attorney Dolly Hunt and Human Resource Director Brenda Miller, and joining via Zoom was Attorney Kristen Anger. An additional 5 minutes was requested until 3:36 p.m.

(9) D. Hunt was present for a legal update. She reported on the successful identification of an unidentified remains case by the Coroner's Office. A staffing update was also provided.

(10) Motion was made by J. Gentle to sign and send a letter in conjunction with Eastern Washington Council of Governments (EWCoG) in opposition of Washington Department of Fish and Wildlife Commission's Proposed Draft Management Policy. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(11) Public Comment – Pend Oreille Valley Railroad Manager Kelly Driver and Bob Eugene were present for comment and Norm Smith, Newport Miner News Editor Don Gronning, Selkirk Sun, Russ Pelleberg, and Newport Miner Publisher Michelle Nedved were present via Zoom. K. Driver (EDC) and R. Pelleberg (EDC) provided comment.

(12) Motion was made by R. Rosencrantz to approve the Payroll Change Notice for Bonnie Nguyen, effective August 21, 2023. Motion was seconded by J. Gentle. Motion carried unanimously.

Payroll Change Notice:

Auditor's Office-

Bonnie Nguyen, Mail Clerk, Resignation, Effective 8/21/2023

(13) Meeting continued to August 8.

August 8, 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 Support Specialist Mike Kirkwood and Professional Engineer Don Ramsey, and present via Zoom were Office Manager/Cost Accountant Christy Parry and Fleet Accountant/Risk Manager Teresa Deal.

Motion was made by J. Gentle to approve and authorize Chair signature of the resolution document authorizing application and electronic signatures for a Recreation and Conservation Office grant opportunity. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Washington State Recreation and Conservation Office-Local Parks Maintenance Program
Applicant Authorization and Electronic Signature-SP238 Pend Oreille Park LPMG
AGREEMENT NO. 2023-37, COMMISSIONERS' RECORDING

D. Ramsey explained modifications to the ER&R Policy. Motion was made by R. Rosencrantz to approve the updated ER&R Vehicle and Equipment Policy & Procedures resolution. Motion was seconded by J. Gentle. Motion carried unanimously.

Equipment Rental and Revolving Fund Vehicle and Equipment Policy & Procedures
RESOLUTION NO. 2023-86, COMMISSIONERS' RECORDING

Motion was made by J. Gentle to approve the employment agreement and start date of 8/8/2023 with Jesse Larson for the County Engineer position and approve the Payroll Change Notice. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Contract of Employment for County Engineer-Jesse Larson
CONTRACT NO. 2023-17, COMMISSIONERS' RECORDING

Payroll Change Notice:
Public Works-

Jesse Larson, County Engineer, \$120,000.00/yr., Effective 8/8/2023

C. Jackson reported on a non-permitted approach on Jefferson Road, then provided photo presentations of Newport sidewalk project, paving and crack sealing projects, a D2 sand haul, remote water fill locations, and D1 shop roof repairs. C. Jackson continued with a proposal of wage increases, using a comparison of highway maintenance worker wages.


M. Kirkwood provided a report from Parks & Recreation, including Rustlers Gulch wood cutting and a proposed consultant for timber sale management. The membership of the Advisory Board was also reviewed.

C. Jackson mentioned a vendor's request to extend a long-term cell tower lease, but the Board was not in support at this time. He also provided a building expansion cost estimate for Counseling Services.

(15) Motion was made by R. Rosencrantz to approve a letter of support dated August 8, 2023 to Washington State Arts Commission for the Newport Creative District. Motion was seconded by J. Gentle. Motion carried unanimously.

(16) Bid Opening-2023 Long Line Stripe. Present was M. Kirkwood, and via Zoom was Selkirk Sun. The hearing was opened, and the notice was read. No bids were received. M. Kirkwood will have a discussion with the Public Works Director and Project Manager to determine how to proceed with the striping program and will ask the Director to bring a proposal during the next Public Works update.

(17) B. Smiley gave a report from the Finance Committee. R. Rosencrantz provided an update from the Newport City Council meeting.


Chair


Vice Chair


Member

(18) Grant Writer Stacy Carter was present for an update. Topics included administrative, logistics, reference notebooks, county report card, and library of standard documents.

(19) The Board recessed for lunch at 11:53 a.m.

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

(21) ITS Director Shane Flowers was present for an update. Present via Zoom were GIS Manager Josh Shelton, GIS Sr. Analyst César Stoddard, and ITS Administrative Assistant/Civil Deputy Glennis Stott. C. Stoddard demonstrated Public Works' road approach online pay application. J. Shelton detailed their work on Public Works' County Road Administration Board (CRAB) GIS-mo system, including being recognized at the recent ESRI Conference for their cutting edge technology. He provided information on the county's historic schools interactive map profiled in the Newport Miner, as well as work for NETCHD, Weed Board, 9-1-1 system, and addressing. J. Shelton mentioned their presentation for Newport High School's GIS class and work for Pend Oreille Conservation District.

S. Flowers provided updates on the new county website, computer deployments, and public records requests.

(22) B. Smiley was excused at 2:18 p.m. to visit Public Works Department and returned at 2:50 p.m.

(23) The Board met in executive session to prepare employee evaluations pursuant to RCW 42.30.110(1)(g) for 60 minutes, from 3:00 p.m. to 4:00 p.m. An additional 5 minutes was requested until 4:05 p.m.

(24) Correspondence Received:

- 8.1 P. Thomure-Resignation Letter re: POC Parks and Recreation Advisory Board
- 8.2 POC EDC-8.3.23 Revised Agenda
- 8.3 POC Weed Board-8.9.23 Agenda & 7.19.23 Minutes
- 8.4 YES-Second Quarter Report 2023
- 8.5 USDA/FS/C. Vadala-Letter re: Forest Restoration Projects-Slate Project
- 8.6 Stimson Lumber Company-Notice of Herbicide Treatment

(25) Correspondence Sent:

- Board of Equalization-Notice of Approval to Hear Property Tax Appeals
- WDFW-Letter of Opposition re: Proposed Draft Management Policy (*in conjunction with EWCoG*)
- Washington State Arts Commission-Letter of Support for Certified Creative District

(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	\$ 57,192.66
Counseling Services	\$ 13,471.80
Fair	\$ 29,307.42
Park	\$ 262.42
Road	\$ 32,995.69
Veterans Assistance	\$ 631.00


Chair


Vice Chair


Member

Emergency 911 Communications	\$ 159.45
Solid Waste	\$ 26,139.47
IT Services	\$ 12,945.69
Sheriff's Trust	\$ 237.00
TOTAL	\$ 173,342.60

Checks 212358 through 212416 totaling \$173,342.60, dated August 7, 2023.

(27) Meeting adjourned at 4:16 p.m.

APPROVED: 
 Chair of the Board

ATTEST: 
 Clerk of the Board