October 2, 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, and Clerk of the Board Crystal Zieske. Commissioner John Gentle was excused for the morning. R. Rosencrantz offered the invocation and led the flag salute.

(1) Financial Manager Jill Shacklett was present to inform the Board of the continuation of the Community Development Block Grant, emailed to B. Smiley to execute via DocuSign. Motion was made by R. Rosencrantz to allow the Chair to DocuSign the CDBG-CV Contract #20-6221C-121-02 for $23,312.34. Motion was seconded by B. Smiley. Motion carried unanimously.

Washington State Department of Commerce Interagency Grant Agreement with Pend Oreille County through Community Development Block Grant Program CDBG-Coronavirus (CDBG-CV1) Contract #20-6221C-121-02

 *AGREEMENT NO. 2023-44, COMMISSIONERS’ RECORDING*

(2) Treasurer Nicole Dice was present to propose a promotion. The Board tabled the request.

(3) 2024 Budget Review-Community Development. Present were Community Development Director Greg Snow and J. Shacklett.

(4) G. Snow was present for a Community Development update. Topics included staffing, Sub-Area Plan, and Comprehensive Plan.

(5) The Board recessed for lunch at 11:50 a.m.

(6) The meeting resumed at 1:15 p.m., with J. Gentle joining.

(7) Consent Agenda - Motion was made by J. Gentle to approve the Consent Agenda, excluding the Payroll Change Notice for Fleet Manager. Motion was seconded by R. Rosencrantz. Motion carried unanimously. The Consent Agenda includes this week’s Agenda, the Minutes of the Board’s September 25, 2023 meeting and the following items:

Payroll Change Notice:

Public Works-ER&R-

 Brian Ranger, Mechanic, Step 2, $28.34/hr., Effective 10/16/2023

Sheriff-Corrections-

 Owen Gruner, Corrections Officer, Resignation, Effective 9/26/2023

 Fred Johnson, *(Passed away)*, Effective 9/21/2023

Prosecutor-

 Brandon Slaven, Deputy Prosecuting Attorney, Step 2, $5,867.57/mo., Effective

 10/16/2023

Buildings & Grounds-

 Stephani Deiss, Janitor, 2/5th time, $18.93/hr., to 3/5th time, $18.93/hr., *(This change will include partial benefits),* Effective 10/20/2023

 Approval of the WCIF 2024 Group Master Application

 *RESOLUTION NO. 2023-104, COMMISSIONERS’ RECORDING*

 Approval of increase of hours for Stephani Deiss, Janitor, from 2/5th time to 3/5 time, effective October 20, 2023

 Letter of Appreciation 15 Years of Service: Ron Moran

(8) The Board met in closed session pursuant to RCW 42.30.140(4)(b) for collective bargaining for 15 minutes, from 1:30 p.m. to 1:45 p.m. Present was J. Shacklett. An additional 5 minutes was requested until 1:50 p.m.

(9) The Board returned to discussion regarding Treasurer’s promotion request. Motion was made by J. Gentle to promote Deputy Accountant II Kim Field to Deputy Accountant III, at Step 3, and approve the Payroll Change Notice, effective October 1, 2023. Motion was seconded by

R. Rosencrantz. Motion carried unanimously.

Payroll Change Notice:

Treasurer’s Office-

 Kim Field, Deputy Accountant II, Step 2, $3,534.83/mo., to Deputy Accountant III, Step 3, $3,882.19/mo., Effective 10/1/2023

A request to advertise and hire Deputy Accountant II was not approved.

(10) The Board met in executive session to review the performance of a public employee pursuant to

RCW 42.30.110(1)(g) for 58 minutes, from 2:02 p.m. to 3:00 p.m. Present was ITS Director Shane Flowers. The Board concluded the executive session at 2:50 p.m. and resumed open session

at 3:00 p.m.

(11) Prosecuting Attorney Dolly Hunt was present for a legal update. Topics included county leases,

Opioid Abatement Council representative, and the Associate Development Organization (ADO)

Request For Proposals.

(12) R. Rosencrantz gave a report from the PO Conservation District meeting.

(13) J. Shacklett was present to review the proposed salary structure for Fleet Manager.

(14) The Board met in executive session to review the performance of public employees pursuant to

RCW 42.30.110(1)(g) for 18 minutes, from 3:42 p.m. to 4:00 p.m. Present was J. Shacklett.

(15) Public Comment–Selkirk Sun, Editor, and G. Snow were present via Zoom but did not provide comment.

(16) Meeting continued to October 3.

October 3, 2023

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

(17) R. Rosencrantz gave an update from Newport City Council meeting.

(18) Motion was made by J. Gentle to approve the request to advertise and hire a Lateral Sheriff’s Deputy, between a Step 2 and Step 4, DOE. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(19) Public Works Director Craig Jackson was present for an update. Also in attendance was County Engineer Jesse Larson, and present via Zoom were Office Manager/Cost Accountant Christy Parry and Solid Waste Coordinator Amanda Griesemer.

Motion was made by J. Gentle to approve Public Works’ request to advertise and hire three Temporary Winter Road Maintenance Technicians. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

J. Larson reported on the City of Newport sidewalk project. C. Jackson reviewed the District 1 roofing contract, with J. Shacklett present to propose alternate funding sources. Support Specialist Mike Kirkwood joined the update via Zoom.

Motion was made by J. Gentle to approve the resolution & contract with Wendy’s for the 2023 Road District 1 roof repair in the amount of $20,376.84. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

 Resolution Regarding Approval Of The 2023 Road District 1 Roof Repair Project-

 Wendy’s

 *RESOLUTION NO. 2023-105, COMMISSIONERS’ RECORDING*

J. Shacklett left the update. J. Larson presented a citizen’s traffic revision request. C. Jackson and

J. Larson reported on County Road Administration Board (CRAB) audit. M. Kirkwood joined the update in person, and Fleet Accountant/Risk Manager Teresa Deal joined via Zoom.

Other topics included Telephone Road West brush cutting request, installation of fairgrounds gravel pad, Otter Road returned to gravel, railroad safety inspections, and ER&R work. A. Griesemer provided updates on cardboard, Ione Transfer Station, and metal crushing. C. Jackson mentioned the retirement of Lead Mechanic Ron Moran and recent Weed Control Certification by David King.

(20) 2024 Budget Review-Sheriff/Dispatch/Emergency Management/Jail. Present were Sheriff Glenn Blakeslee, Undersheriff Geoff Rusho, Jail Captain Bill Zamora, 911 Coordinator Steve West, Emergency Management Deputy Director JoAnn Boggs, Executive Administrative Assistant Dawn Taylor, Auditor Marianne Nichols, and J. Shacklett.

(21) T. Deal was present to discuss 2023 Washington Counties Risk Pool (WCRP) insurance premiums.

Motion was made by R. Rosencrantz to approve continuing the $5 million in excess of $20 million optional liability policy that has been a part of our current premiums with Washington Counties Risk Pool. Motion was seconded by J. Gentle. Motion carried unanimously.

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

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

(24) 2024 Budget Review-Parks Board. Present were M. Kirkwood, J. Shacklett, and M. Nichols.

(25) 2024 Budget Review-Public Works. Present were C. Jackson, J. Larson, Facilities Maintenance

Supervisor Ben Eggleston, Fleet Manager Brian Egland, C. Parry, T. Deal, A. Griesemer,

M. Nichols, and J. Shacklett.

(26) B. Smiley presented invoices for payment from the Hotel/Motel Tax as follows: PORTA, $7,493.31. Motion was made by R. Rosencrantz to approve the Hotel/Motel Tax invoices from PORTA for $4,503.71 and deny their request for $2,989.60 for operating expenses. Motion was seconded by J. Gentle. Motion carried unanimously.

(27) R. Rosencrantz gave reports from Local Emergency Planning Committee, Tri-County Economic Development District (TEDD), TEDD Technical Advisory Committee, Northeast Tri County Health District, and Rural Resources meetings. J. Gentle provided an update from the Eastern Washington Council of Governments (EWCoG) meeting.

(28) Correspondence Received:

10.1 B. Billingsley-2023 2nd Quarter Caseload Report

10.2 EWCoG-9.29.2023 Agenda & 7.28.23 Minutes

10.3 C. Van Valkenburg-2023 3rd Quarter Caseload Report

10.4 POC Fair & Rodeo Association Board-10.3.23 Agenda & 9.5.23 Minutes

(29) Correspondence Sent:

R. Moran-Letter of Appreciation for 15 Years of Service to POC

(30) 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:

 Salary and Claim

 Current Expense $ 18,379.46

 Counseling Services $ 24,200.10

 Fair $ 660.53

 Park $ 566.41

 Road $ 222,551.39

 Growth Management $ 20,363.33

 Low Income Housing/2060 $ 1,780.16

 Homeless Program/2163 $ 4,354.64

 Solid Waste $ 17,457.34

 Risk Management $ 1,224.50

 Equipment R&R $ 18,101.24

 IT Services $ 1,009.95

TOTAL $ 330,649.05

Checks 213507 through 213568 totaling $326,149.22 and Electronic Funds Transfers 48876 through 48877 totaling $4,499.83, dated October 2, 2023.

(31) Meeting adjourned at 4:13 p.m.

 APPROVED: /s/

 Chair of the Board

ATTEST: /s/

 Clerk of the Board