

October 9, 2023

The meeting of the Pend Oreille County Board of Commissioners was called to order at 8:15 a.m. at Camas Center for Wellness. Present were Chair Brian Smiley, Vice Chair Robert Rosencrantz, Commissioner John Gentle, and Clerk of the Board Crystal Zieske.

- (1) The Board participated in the POC All Staff Training Day.
- (2) The Board recessed for lunch at 11:31 a.m.
- (3) The meeting resumed at 1:00 p.m.
- (4) Meeting continued to October 10.

October 10, 2023

The meeting resumed at 8:02 a.m. at Camas Center for Wellness with B. Smiley, R. Rosencrantz, J. Gentle, and C. Zieske present.

- (5) The Board participated in the training, “Verbal S.W.A.T. (Strategies With Authority and Tact),” presented by Jesus Villahermosa, Jr.
- (6) The Board recessed for lunch at 11:32 a.m.
- (7) The meeting resumed at 12:35 p.m.
- (8) Meeting continued to October 12.

October 12, 2023

The meeting resumed at 9:00 a.m. with B. Smiley, R. Rosencrantz, J. Gentle, and C. Zieske present. J. Gentle offered the invocation and led the flag salute.

(9) Consent Agenda - Motion was made by R. Rosencrantz to approve the Consent Agenda, as prepared for October 12, 2023. Motion was seconded by J. Gentle. Motion carried unanimously. The Consent Agenda includes this week’s Agenda, the Minutes of the Board’s October 2, 2023 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 10/6/23):	\$699,927.90
Investment Earnings (through September 30):	\$639,186.57

Payroll Change Notice:  
Communications-

Sara Wickham, Step 3, \$3,890.08/mo., Effective 11/1/2023

In The Matter Of Executing Memorandum Of Agreement (No. 20230929-01) Between  
Pend Oreille County And The Pend Oreille Conservation District  
*RESOLUTION NO. 2023-106, COMMISSIONERS’ RECORDING*

Grant Program Agreement Between Pend Oreille County and Pend Oreille County Fire District 4  
*CONTRACT NO. 2023-18, COMMISSIONERS' RECORDING*

Grant Program Agreement Between Pend Oreille County and Town of Metaline, Washington  
*CONTRACT NO. 2023-19, COMMISSIONERS' RECORDING*

(10) R. Rosencrantz provided reports from Cusick Town Council, the EMS/FD4/POEMS meeting, Family Crisis Network's "In Her Shoes" event, and Public Works' Winter Maintenance Forum.

(11) Public Comment–Selkirk Sun was present via Zoom but did not provide comment.

(12) B. Smiley gave updates from Fair Board, Winter Maintenance Forum, and PUD Open House.

(13) Human Resource Director Brenda Miller was present for an update. Topics included 4.7% vacancy rate, personnel, and collective bargaining negotiations. Also discussed were upcoming open enrollment meetings on November 8, regional CPI information, and the trickle effects of minimum wage adjustments.

Motion was made by J. Gentle to approve the new job description and title for Education & Outreach Specialist replacement and approve the request to advertise and hire an Outreach & Field Assistant position at step 1 through step 3 at 32 hours per week, 4/5<sup>th</sup> time. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(14) Motion was made by J. Gentle to reappoint Terri Ann Lyons-Hedtke to the Parks & Recreation Advisory Board and send her a letter to the same. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(15) Treasurer Nicole Dice was present for a staffing discussion. Also present was B. Miller. Discussion was held on the Deputy II Accountant position.

(16) The Board met in executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 5 minutes, from 11:11 a.m. to 11:16 a.m. Present was N. Dice.

(17) The Board discussed the Fleet Manager salary structure. Present were Financial Manager Jill Shacklett, Public Works Director Craig Jackson, and B. Miller.

Motion was made by J. Gentle to process the Payroll Change Notice for Brian Egland, effective October 1, 2023. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Payroll Change Notice:

ER&R-

Brian Egland, Fleet Manager, Step 5, \$5,927.96/mo., to Step 4, \$6,498.69/mo.,  
*(Re-evaluation of existing job/Wage scale change)*, Effective 10/1/2023

(18) The Board held a discussion on the Associate Development Organizations (ADO) Request for Proposals (RFP), refining the proposed language. Further discussion was held on the Economic Development Council (EDC).

  
Chair

  
Vice Chair

  
Member

(19) The Board recessed for lunch at 11:59 a.m.

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

(21) C. Jackson was present for a Public Works update. Also in attendance were County Engineer Jesse Larson and Road District Lead Foreman Roy Anderson, 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 set the public hearing date and time for surplus property, Trimble Robotic Survey Equipment, for October 31, 2023 at 9:15 a.m. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Updates were provided on Usk Bridge inspection and pavement to gravel data. A summary of maintenance work for 2023 and 2024 was reviewed. T. Deal arrived to the meeting in person, to evaluate the recent Risk Pool-sponsored staff training. R. Anderson described a private truck accident on Deer Valley, and J. Larson requested to extend the expired contract with the Professional Engineer.

(22) Motion was made by R. Rosencrantz to authorize B. Smiley to make the edits for the ADO RFP, as agreed with the edits we reviewed today, and submit it to the EDC to be conveyed to interested parties. Motion was seconded by J. Gentle. Motion carried unanimously.

(23) The Board met in executive session for an employee evaluation pursuant to RCW 42.30.110(1)(g) for 20 minutes, from 2:27 p.m. to 2:47 p.m. An additional 6 minutes was requested until 2:53 p.m.

(24) Correspondence Received:

- 10.5 DNR/T. Cooper-Letter re: SEPA Lead Agency & Determination of Nonsignificance-South Selkirk Timber Sale
- 10.6 POC Office of the Assessor-County General, Reminder of Levy Certification and Ordinance/Resolution forms for 2023 tax levies
- 10.7 T. Lyons-Hedtke-(*via email*) Request for Reappointment to Parks and Recreation Advisory Board
- 10.8 WSLCB-Liquor License Renewal-Whitley Oil, Grocery Store-Beer/Wine and Usk General Store-Beer/Wine
- 10.9 USDA/FS-Letter re: Kettle Range Conservation Group v. USFS
- 10.10 Evergreen Forest County Group/R. Weidner-Letter re: Secure Rural Schools Payment and Fly-in

(25) Correspondence Sent:

T. Lyons-Hedtke-Letter of Reappointment to Parks & Recreation Advisory Board

(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	\$ 500,452.92
Arts, Tourism, & Recreation	\$ 4,503.71
Counseling Services	\$ 127,996.46

  
Chair

  
Vice Chair

  
Member

Crime Victims Compensation	\$ 372.27
Fair	\$ 598.92
Law Library	\$ 88.32
Park	\$ 2,612.89
Road	\$ 85,946.81
Veterans Assistance	\$ 1,600.00
Emergency 911 Communications	\$ 11,608.85
American Rescue Plan Act	\$ 4,653.06
Mental Health Tax	\$ 841.48
Solid Waste	\$ 22,826.21
Risk Management	\$ 337.12
Equipment R&R	\$ 58,857.84
IT Services	\$ 52,615.20
Sheriff's Trust	\$ 879.00
TOTAL	\$ 876,791.06

Checks 213617 through 213718 totaling \$242,679.47 dated October 10, 2023.

Checks 213761 through 213804 totaling \$109,130.16 and Electronic Funds Transfers 49165 through 49173 totaling \$275,040.60, and Checks 213593 through 213613 totaling \$5,292.19, and Electronic Funds Transfers 48878 through 48944 totaling \$91,872.89, and Checks 213614 through 213616 totaling \$3,700.47, and Electronic Funds Transfers 48945 through 49162 totaling \$359,690.74, dated October 10, 2023. Includes Jr. Taxing Districts.

(27) Meeting adjourned at 2:54 p.m.

APPROVED:   
Chair of the Board

ATTEST:   
Clerk of the Board