

December 11, 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. B. Smiley offered the invocation and led the flag salute.

(1) 2024 Budget Workshop. Present were Auditor Marianne Nichols and Financial Manager Jill Shacklett.

(2) Consent Agenda - Motion was made by J. Gentle to approve the Consent Agenda for December 11, 2023. Motion was seconded by R. Rosencrantz. Motion carried unanimously. The Consent Agenda includes this week's Agenda, the Minutes of the Board's December 4, 2023 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 12/8/23):	\$874,841.63
Investment Earnings (through November 30):	\$819,972.83

Payroll Change Notice:
ITS-

Nardos Scott, OnBase Administrator, \$100,000.00/yr. to \$105,000.00/yr., Effective 1/1/2024

Shane Flowers, ITS Director, \$82,551.48/yr., to \$84,202.56/yr., Effective 1/1/2024

David Whiting, Public Records Officer, Discharge, Effective 12/5/2023

Counseling Services-

Nicole Vangrimbergen, Counseling Services Director, Paid Administrative Leave, Effective 12/6/2023

Community Development-

Greg Snow, Director, \$90,000.00/yr. to \$92,700.00/yr., Effective 1/1/2024

Human Resources-

Brenda Miller, HR Director, \$72,000.00/yr. to \$74,160.00/yr., Effective 1/1/2024

Public Works-

Craig Jackson, Director \$120,000.00/yr. to \$123,600.00/yr., Effective 1/1/2024

Public Works-Building & Grounds-

Rylan Hastings, Temp Winter Help, \$18.00/hr., Effective 12/1/2023

Public Works-Solid Waste-

Leonard Orr, Transfer Station Tech, Medical Separation, Effective 12/8/2023

Public Works-ER&R-

Ron Moran, Working Fleet Supervisor, Retirement, Effective 12/15/2023

Sheriff's Office-

Daniel Burkey, Sheriff's Deputy, Step 4, \$5,554.06/mo., Effective 12/17/2023

Linda Rusho, Civil Deputy/Evidence Custodian, Retirement, Effective 12/31/2023

Noxious Weed Control-

Dyana James, Data & Finance Specialist, Retirement, Effective 12/31/2023

Amendment To Extend Expiration Date To Federal Financial Participating Agreement 22-PA-11062100-005 (Amending R-2022-90) With The United States Department Of Agriculture, Forest Service (Colville National Forest)

RESOLUTION NO. 2023-129, COMMISSIONERS' RECORDING

Washington State Office of Public Defense Agreement No. GRT24006-Blake Public Defense
Funding Agreement
AGREEMENT NO. 2023-51, COMMISSIONERS' RECORDING

Request to Advertise & Hire, Steps 1-3 DOE: Deputy Accountant III

Approval of Pend Oreille County Remote Work Policy and Remote Work Agreement

Approval of Job Description: Tri-County Superior Court Judicial Assistant/Bailiff

- (3) Discussion was held on ambulance services and mental health transfers.
- (4) R. Rosencrantz provided reports from the EMS meeting, Spokane County Regional Interlocal Leadership Structure (SCRILS), and Cusick Town Council.
- (5) The Board recessed for lunch at 11:38 a.m.
- (6) The meeting resumed at 1:20 p.m. B. Smiley joined the meeting at 1:22 p.m.
- (7) RFP Opening-Multi-Jurisdictional Hazard Mitigation Plan Update. Present were Emergency Management Deputy Director JoAnn Boggs, 911 Coordinator Steve West, and Sheriff Glenn Blakeslee. The hearing was opened, and the notice was read. Proposals were received from Bridgeview Consulting of Tacoma, WA and Missal of Anchorage, AK.
- J. Boggs requested permission to review the proposals using their scoring process and present an award recommendation at a later time. No comments were received. The hearing was closed.
- (8) Public Hearing-2024-2029 Six-Year Transportation Improvement Program & 2024 Annual Construction Program. Present was County Engineer Jesse Larson. Present via Zoom were Selkirk Sun, D, and Don Ramsey. The hearing was opened, and the notice was read.
- J. Larson reviewed Bridges and Structures; Pavement Preservation and Rehabilitation; Traffic Safety; New Construction, Reconstruction and 3R; Drainage and Habitat; and Trails and Paths. Also reviewed were Federal Fund Revenues; 2024-2029 Surface Transportation Block Grant; Annual Construction Program & Report; 2023 Bridge Report; and Six-Year Vehicle Replacement Program. D. Ramsey provided comment (ER&R Program). The hearing was closed.
- (9) Prosecuting Attorney Dolly Hunt was present for a legal update. Topics included upcoming Purchasing Policy updates, specialized services contract, job description update, budget, Fair Board grant, and potential land exchange.
- (10) Associate Professor/County Extension Director Mike Jensen was present via Zoom for a discussion on a shared forester with POC. Also present were WSU Extension Professor/Forestry Specialist Andy Perleberg and 4-H Youth Development/Master Gardeners Program Coordinator Beverly Sarles, and via Zoom was J. Boggs.
- (11) Public Comment–Bob Eugene and J. Larson were present, and J. Boggs was present via Zoom. B. Eugene (Plowing) provided comment.

(12) Meeting continued to December 12.

December 12, 2023

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

(13) Motion was made by R. Rosencrantz to approve the Payroll Change Notice dated December 11, 2023 for Lisa Ardnt-Stigall. Motion was seconded by J. Gentle. Motion carried unanimously.

Payroll Change Notice:

Prosecutor-

Lisa Ardnt-Stigall, \$4,298.13/mo., to Step 4, \$3,973.09/mo., (*Removal of temporary increase of \$2.00/hr. due to higher classification of work*), Effective 12/11/2023

(14) Public Works Director Craig Jackson was present for an update. Also in attendance were Support Specialist Mike Kirkwood, Lead Foreman Roy Anderson, J. Larson, and present via Zoom were Fleet Accountant/Risk Manager Teresa Deal and Office Manager/Cost Accountant Christy Parry.

Motion was made by J. Gentle to approve ER&R's recommendation that the Board approve the sale of the 2013 International Truck, VIN#1HTGRSJT3EH768625, to the Solid Waste Department in the amount of \$20,000.00, including tax. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Transfer Of Vehicle Between Road Department And Solid Waste Within The ER&R Fixed Asset Program

RESOLUTION NO. 2023-130, COMMISSIONERS' RECORDING

R. Anderson explained the need for an on-call maintenance person. Motion was made by R. Rosencrantz to approve Public Works' request to hire a Temporary/On-Call Road Maintenance Technician at \$18.00/hour. Motion was seconded by J. Gentle. Motion carried unanimously.

M. Kirkwood described the process of the potential land swap and access to the park parcel. Motion was made by J. Gentle to sign the agreement and resolution with John Cornelis to commit to granting an easement to Pend Oreille County upon closure of the surplus property hearing/land swap for Eleazer Parcel-Lake Newport State Park access. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Agreement for Contingent Easement-Cornelis

RESOLUTION NO. 2023-131, COMMISSIONERS' RECORDING

C. Jackson reported that the Kalispel Tribe has cancelled the Usk Pedestrian Bridge Project. Other topics included Loss Recovery Program, guardrail repairs, upcoming project list, snowplowing, freeze/thaw index for road restrictions, cost of doing business, and compliance with state labor laws.

(15) The Board left their meeting room at 10:30 a.m. to visit County departments, then recessed for lunch at 12:16 p.m.

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

(17) The Board met in executive session regarding potential litigation pursuant to RCW 42.30.110(1)(i) for 30 minutes from 1:30 p.m. to 2:00 p.m. Present were Human Resource Director Brenda Miller, ITS Director Shane Flowers, D. Hunt, and M. Nichols. An additional 3 minutes was requested until 2:03 p.m.

(18) S. Flowers was present for an ITS update. Motion was made by J. Gentle to approve the advertising and hiring of a Public Records Officer at Steps 1-2, depending on experience. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Motion was made by R. Rosencrantz to sign and send the purchase order to CompuNet for quote number JJW222871 in the amount of \$12,922.18, plus taxes for renewal of our backup solution. Motion was seconded by J. Gentle. Motion carried unanimously.

CompuNet-Rubrik Renewal 2023-2024
AGREEMENT NO. 2023-52, COMMISSIONERS' RECORDING

Other topics included Yubikeys and Windows authentication rollout.

(19) Assessor Jim McCroskey was present for levy certification. Motion was made by J. Gentle to certify to the assessor the taxes to be levied by the county taxing districts, as required by RCW 84.52.070 and sign the resolution. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

In The Matter Of Certification Of Property Tax Levies For Taxing Districts For
Collection In 2024
RESOLUTION NO. 2023-132, COMMISSIONERS' RECORDING

(20) Motion was made by R. Rosencrantz to place Employee A on paid administrative leave. Motion was seconded by J. Gentle. Motion carried unanimously.

(21) The Board held a review of public defender contracts. Present via Zoom were Public Defenders Brett Billingsley, Carson Van Valkenburg, and Derek Reid. An agreement was reached for two-year contracts for C. Van Valkenburg and D. Reid, and a three-year contract for B. Billingsley.

(22) 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 3:45 p.m. to 4:15 p.m. Present was B. Miller. Joining the meeting at 3:49 p.m. via Zoom was D. Hunt. An additional 10 minutes was requested until 4:25 p.m.

(23) Action resulting from Executive Session: Motion was made by R. Rosencrantz to terminate Nicole Vangrimbergen, effectively immediately, and process the Payroll Change Notice. Motion was seconded by J. Gentle. Motion carried unanimously.

Payroll Change Notice:
Counseling Services-

Nicole Vangrimbergen (*Employee A*), Counseling Services Director, Paid
Administrative Leave to Discharge, Effective 12/12/2023

(24) Motion was made by R. Rosencrantz to sign and send a letter to Ms. Gloria Jean Wells responding to her recent emails requesting the County Commissioners record their meetings, with a copy to Phyllis Kardos. Motion was seconded by J. Gentle. Motion carried unanimously.

(25) Correspondence Received:

- 12.05 Town of Cusick--Levy Certification
- 12.06 POC Fire District 2--Levy Certification
- 12.07 POC Fire District 5--Ordinance/Resolution 11.07.2023 & Levy Certification
- 12.08 NEW RTPO-12.13.23 Agenda & 10.25.23 Minutes
- 12.09 C. Slocum-Letter re: Concern, EMS, Pend Oreille County
- 12.10 POC Weed Board-12.13.23 Agenda & 11.8.23 Minutes
- 12.11 RG*NEW/P. Kardos-Letter re: Recording Commissioner Meetings
- 12.12 WSLCB-Liquor License Renewal-Diamond Lake Deli & More (Grocery Store-Beer/Wine)
- 12.13 WSLCB-Cannabis Renewal--Higher Ground Cannabis LLC (Cannabis Producer Tier 1) and Ghost Dog LLC (Non-Retail Privileges Cannabis Processor)

(26) Correspondence Sent:

G. Wells-Letter re: Recording of County Commissioner Meetings

(27) 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	\$ 531,825.96
Arts, Tourism, & Recreation	\$ 9,785.49
Counseling Services	\$ 316,271.47
Crime Victims Compensation	\$ 371.75
Fair	\$ 627.20
Park	\$ 285.80
Road	\$ 107,345.36
Veterans Assistance	\$ 800.00
Treasurer's O&M	\$ 1,185.00
Emergency 911 Communications	\$ 19,780.29
Low Income Housing/2060	\$ 1,009.71
Homeless Program/2163	\$ 16,614.61
Mental Health Tax	\$ 972.82
Capital Projects	\$ 6,848.10
Solid Waste	\$ 21,903.98
Risk Management	\$ 186.56
Equipment R&R	\$ 67,034.24
IT Services	\$ 31,206.28
Sheriff's Trust	\$ 255.00
TOTAL	\$ 1,134,309.62

Checks 215042 through 215097 totaling \$110,682.58 and Electronic Funds Transfers 50214 through 50222 totaling \$359,014.18, Check 215041 totaling \$1,770.26, and Electronic Funds Transfers 49990 through 50213 totaling \$520,002.35, Checks 215029 through 215040 totaling \$4,716.19 and Electronic Funds Transfers 49928 through 49989 totaling \$81,238.62, dated December 8, 2023. Includes Jr. Taxing Districts.

Checks 215098 through 215185 totaling \$243,342.84, dated December 11, 2023.

(28) Meeting adjourned at 4:39 p.m.

APPROVED: 
Chair of the Board

ATTEST: 
Clerk of the Board