

January 8, 2024

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 Robert Rosencrantz, Vice Chair John Gentle, Commissioner Brian Smiley, and Clerk of the Board Crystal Zieske. B. Smiley offered the invocation and led the flag salute.

(1) Consent Agenda - Motion was made by B. Smiley to approve the Consent Agenda. Motion was seconded by J. Gentle. Motion carried unanimously. The Consent Agenda includes this week's Agenda, the Minutes of the Board's January 2, 2024 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 1/5/24):	\$ 59,332.19
Investment Earnings (through December 31):	\$906,456.43

Payroll Change Notice:

Sheriff's Office-

Kimberly Field, Deputy Accountant III, Step 3, \$3,998.66/mo., to Civil Deputy,
Step 4, \$4,048.00/mo., *Transferring from Treasurer's Office*, Effective 1/1/2024

Prosecutor's Office-

Greg Hicks, Deputy II Prosecutor, Retirement, Effective 2/2/2024

Community Development-

Rick Cruse, Sr. Building Inspector/Fire Marshall, Retirement, Effective 2/29/2024

Public Works-

Building & Grounds-

Rylan Hastings, Temporary Winter Help, \$18.00/hr. to \$18.54/hr., Effective
1/1/2024

Roads-

Reed Bailey, Road Maintenance Tech, Admin Leave, 5 days without pay,
Effective 1/5/2024-1/11/2024

The Cutter Theatre Lease Agreement

RESOLUTION NO. 2024-010, COMMISSIONERS' RECORDING

Coordinated Care Participating Provider Agreement

RESOLUTION NO. 2024-011, COMMISSIONERS' RECORDING

GIS Services Agreement between Pend Oreille Conservation District and Pend Oreille
County ITS

RESOLUTION NO. 2024-012, COMMISSIONERS' RECORDING

In The Matter Adopting The Proration Of The Veteran's Fund And Counseling Services
With The County's 2024 Current Expense Budget Per RCW 71.20.110 And RCW 73.08.080

RESOLUTION NO. 2024-013, COMMISSIONERS' RECORDING

Employment Agreement Interim Director For the Pend Oreille County Counseling Services--
Kris Martin

CONTRACT NO. 2024-001, COMMISSIONERS' RECORDING

Approval of Vacation Roll Over Request-Cindy Delay

- (2) B. Smiley provided a report from Ione Town Council.
- (3) Financial Manager Jill Shacklett was present to discuss accrued leave, and Human Resource Director Brenda Miller joined via Zoom.
- (4) The Board participated in a Zoom conference with Potts & Associates lobbyist Zak Kennedy. Present via Zoom was Auditor Marianne Nichols. A preview of this year's legislative session was provided.
- (5) J. Gentle gave an update from the Legislative Steering Committee session prep. R. Rosencrantz provided a report from the Fire District 4 meeting.
- (6) The Board held a discussion on the Associate Development Organization (ADO) contract. Present via Zoom were representatives from Better City: CEO Jason Godfrey, Director Trina Kittleson, and Advisor Rachel Boyett, who provided a presentation on their proposal. Also present were Newport City Administrator Abby Gribi, Newport Councilman Mark Zorica, Port of Pend Oreille Executive Director Kelly Driver, and via Zoom was Tri County Economic Development District (TEDD) Executive Director Jeff Koffel.
- (7) The Board recessed for lunch at 11:58 a.m.
- (8) The meeting resumed at 1:16 p.m.
- (9) The Board met in closed session pursuant to RCW 42.30.140(4)(b) for collective bargaining for 30 minutes, from 1:30 p.m. to 2:00 p.m. Present was J. Shacklett and via Zoom were B. Miller and Kevin Wesley. The Board concluded the closed session at 1:53 p.m. and resumed open session at 2:00 p.m.
- (10) B. Miller was present via Zoom for a Human Resource update. Also present was J. Shacklett, and via Zoom was Civil Deputy Glennis Stott.
- a) Motion was made by J. Gentle to approve the updated job description, wage scale adjustment, and place Treasury Manager Nichole Phillips on Step 1 of the new scale and approve the Payroll Change Notice. Motion was seconded by B. Smiley. Motion carried unanimously.
- Payroll Change Notice:
Treasurer's Office-
Nichole Phillips, Treasury Manager, Step 1, \$4,951.54/mo., to Treasury Manager/
Chief Deputy, Step 1, \$5,209.91/mo., Effective 1/1/2024
- b) Motion was made by B. Smiley to approve the new job description, wage scale, and promotion to Chief Deputy Clerk for Laura Stuiwenga to Step 1 of the new scale and approve the Payroll Change Notice. Motion was seconded by J. Gentle. Motion carried unanimously.

Payroll Change Notice:
Clerk-

Laura Stuiwenga, Financial Collections Officer, Step 4, \$4,092.28/mo., to Chief
Deputy Clerk, Step 1, \$4,834.46/mo., Effective 1/1/2024

c) Motion was made by J. Gentle to approve updated job description, wage scale, and upgrade for Carrie Chancellor to Step 3 of the new scale and approve the Payroll Change Notice. Motion was seconded by B. Smiley. Motion carried unanimously.

Payroll Change Notice:

Clerk-

Carrie Chancellor, Deputy Clerk, Step 3, \$3,860.79/mo., to Financial Collections Officer, Step 3, \$4,066.58/mo., Effective 1/1/2024

d) Motion was made by B. Smiley to approve updated job description, wage scale, and upgrade for Diane Ruybal to Step 3 of the new scale and approve the attached Payroll Change Notice. Motion was seconded by J. Gentle. Motion carried unanimously.

Payroll Change Notice:

Clerk-

Diane Ruybal, Deputy Clerk, Step 3, \$3,860.79/mo., to Financial Collections Officer, Step 3, \$4,066.58/mo., Effective 1/1/2024

e) Motion was made by J. Gentle to approve the updated job description, revised wage scale, and the placement of Sonya Gamalielson at Step 5 for the Appraiser/Programs Administrator Segregationist position and approve the Payroll Change Notice. Motion was seconded by B. Smiley. Motion carried unanimously.

Payroll Change Notice:

Assessor-

Sonya Gamalielson, Appraiser/Program Administrator, Step 5, \$4,559.12/mo., to Appraiser/Programs Administrator Segregationist, Step 5, \$4,832.67/mo., Effective 1/1/2024

f) Motion was made by J. Gentle to approve the updated job description, revised wage scale, and the placement of Dara Thomas at Step 5 for the Administrative Assistant/Support/Exemption Specialist position and approve the accompanying Payroll Change Notice. Motion was seconded by B. Smiley. Motion carried unanimously.

Payroll Change Notice:

Assessor-

Dara Thomas, Administrative Assistant/Support, Step 5 \$4,040.83/mo., to Administrative Assistant/Support/Exemption Specialist, Step 5, \$4,283.28/mo., Effective 1/1/2024

g) Motion was made by B. Smiley to approve the updated job description, wage scale, and upgrade to Senior Planner/Assistant Director for Andy Huddleston to Step 5 of the new scale and approve the attached Payroll Change Notice. Motion was seconded by J. Gentle. Motion carried unanimously.

Payroll Change Notice:

Community Development-

Andy Huddleston, Senior Planner, Step 5, \$5,851.05/mo., to Senior Planner/Assistant Director, Step 5, \$6,796.48/mo., Effective 1/1/2024

h) B. Miller requested approval of the updated Pend Oreille County-Sign-On Bonus Policy. The request was tabled.

i) Motion was made by J. Gentle to approve the updated job description for the Director of Counseling Services. Motion was seconded by B. Smiley. Motion carried unanimously.

j) Motion was made by B. Smiley to approve the job description and authorize the advertisement and hire of candidate between steps 2 and 4, DOE, for Deputy Prosecutor II-Superior Court. Motion was seconded by J. Gentle. Motion carried unanimously.

k) Also discussed were the process for hiring the Counseling Services Director and HR Vision/Mission/Values.

(11) Emergency Management Deputy Director JoAnn Boggs was present via Zoom to provide the award recommendation for the Multi-Jurisdictional Hazard Mitigation Plan Update. Also present via Zoom were Sheriff Glenn Blakeslee, 911 Coordinator Steve West, and G. Stott.

Motion was made by B. Smiley to award the bid for the Pend Oreille County Hazard Mitigation Plan Update to Bridgeview Consulting. Motion was seconded by J. Gentle. Motion carried unanimously.

(12) Northeast Tri County Health District (NETCHD) Administrator Matt Schanz was present via Zoom for a discussion on the Spokane Regional Opioid Abatement Council. Also present were Counseling Services Clinical Supervisor Mark Stenzel, M. Nichols, J. Shacklett, and via Zoom were Interim Counseling Services Director Kris Martin and RNP Program Manager Lucretia Gill.

Motion was made by J. Gentle to designate NETCHD's Terrence Robbins as Pend Oreille County's representative to the Spokane Regional Opioid Abatement Council (OAC). Motion was seconded by B. Smiley. Motion carried unanimously.

(13) J. Shacklett and M. Nichols were present to discuss opioid funding. The Board was in full support of a 5% administrative cost allocation to Spokane County Regional Behavioral Health-Administrative Services Organization (SCRBH-ASO) for managing and running the OAC.

(14) J. Gentle was excused for the remainder of the day to attend the Law Enforcement Officers' and Fire Fighters' Retirement Plan-1 (LEOFF-1) meeting.

(15) Public Comment–Selkirk Sun and Newport Miner were present via Zoom but did not provide comment.

(16) Meeting continued to January 9.

January 9, 2024

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

(17) Public Hearing-Surplus Property (POC Park Caretaker House & Highway Vault Toilet). Present was Parks & Recreation Director Mike Kirkwood. Present via Zoom was Selkirk Sun. The hearing was opened, and the notice was read. M. Kirkwood reported that the Parks & Recreation Advisory

Board voted at their regular meeting on October 18, 2023 to recommend to the Board of Commissioners that the structures no longer serve their intended purpose at the POC Park and should be listed as surplus property and sold. The benefit of keeping these structures in service is negligible while the cost of these structures is high. The hearing was closed.

(18) Bid Opening-Rustlers Gulch 2023 Unit Sale-Logging/Delivery Contractor Bids. Present were M. Kirkwood, Consulting Forester JD Forest Management's Shane Hoover, Jed Overacker from PotlatchDeltic, and via Zoom were Peggy and Selkirk Sun. The hearing was opened, and the notice was read. Bids were received from Allan Cramer Logging, Inc. of Sandpoint, ID; Rich Richmond Logging, LLC of Chewelah WA; Jag Inc. of Bonners Ferry, ID; Harvey May of Sagle, ID; and Hansen Logging, LLC of Chewelah, WA.

Hansen Logging, LLC	Harvey May	Jag, Inc.	Rich Richmond Logging, LLC	Allen Cramer Logging, Inc	
Bid Price/Mbf net scale	Bid Price/Mbf net scale	Bid Price/Mbf net scale	Bid Price/Mbf net scale	Bid Price/Mbf net scale	Destination
\$220	\$247	\$242.25	\$213.57	\$209	Usk, WA
\$225	\$249	\$249.75	\$226.30	\$234	Priest River, ID
\$235	\$252	\$257.25	\$239.72	\$238	Laclede, ID
\$255	\$268	\$272.25	\$267.25	\$250	Chilco, ID
\$295	\$313	\$324.75	\$328.29	\$292	Moyie Springs, ID
\$270	\$303	\$302.25	\$298.37	\$280	Naples, ID
\$225	\$252	\$257.25	\$235.68	\$238	Springdale, WA
\$270	\$303	\$302.25	\$301.83	\$280	Kettle Falls, WA
\$265	\$273	\$287.25	\$278.27	\$254	Arden, WA
\$275	\$305	\$302.25	\$311.41	\$295	Redcedar sawlogs Kettle Falls, WA
\$270	\$303	\$302.25	\$298.37	\$280	Redcedar sawlogs Naples, ID
\$315	\$333	\$347.25	\$361.31	\$314	Oversize / PP, Princeton, ID
\$345	\$338	\$377.25	\$397.97	\$320	Oversize / PP, Thompson Falls MT
\$230	\$368	\$242.25	\$216.41	\$250	Cedar Pole Oldtown, ID
\$250	\$373	\$272.25	\$263.15	\$270	Cedar Poles, Sandpoint, ID
Price/Ton	Price/Ton	Price/Ton	Price/Ton	Price/Ton	Destination
\$34.50	\$50	\$41.70	\$31.90	\$36.50	Hew log, USK, WA
\$46.13	\$58	\$50.70	\$45.38	\$51.00	Hew log, Plummer, ID
\$25	\$18	\$ 41.70	\$ 31.90	Current Price	Pulp log, USK WA

Comment was received from PotlatchDeltic's Jed Overacker (noticing that there was no bid allowance for the St. Maries Potlatch mill in the county's destination mills). M. Kirkwood requested permission for Parks & Rec to review the bids then present the award recommendation next week during the Public Works update. The hearing was closed.

(19) Bid Opening-Bid Opening-Rustlers Gulch 2023 Unit Sale-Mill Bids. Present were M. Kirkwood, Consulting Forester JD Forest Management Shane Hoover, Jed Overacker from PotlatchDeltic, and via Zoom was Selkirk Sun. The hearing was opened, and the notice was read.

Bids were received from Boise Cascade of Kettle Falls, WA; Idaho Forest Group of Laclede, ID; Stimson Lumber of Priest River, ID; and PotlatchDeltic of St. Maries, ID.

Schedule 1

Delivered Log Price (per MBF or Ton) Price commitment to June 30, 2024								
	Boise Cascade		Idaho Forest Group		Stimson Lumber		PotlatchDeltic	
RUSTLERS GULCH 2023 UNIT SALE	Camp Run Price	Preferred Log Price	Camp Run Price	Preferred Log Price	Camp Run Price	Preferred Log Price	Camp Run Price	Preferred Log Price
DF/L: 6"+ dib Sawlogs/Peelers		510	500 Net		475		615	615
PP : 6-10" dib Sawlogs	380		400 Net					
PP: 11"+ dib Sawlogs	410		400 Net					
LP: 6"+ dib Sawlogs			400 Net		435		525	525
GF/H: 6"+ dib Sawlogs			440 Net		460		550	550
WRC: 6"+ dib Sawlogs			1,000 Net					

Schedule 2

PULP & HEW WOOD Delivered Log Price (per ton) Price commitment to June 30, 2024						
	Stimson Lumber – 4" min to Plummer, Id			Boise Cascade	Idaho Forest Group	PotlatchDeltic
RUSTLERS GULCH 2023 UNIT SALE	Ton Price	Acceptable Log Lengths/Minimum DIB	Delivery Point	All Categories	All Categories	All Categories
White Pulp/Fiber (2.5" & larger)				N/A	N/A	N/A
Red Pulp/Fiber (2.5" & larger)				N/A	N/A	N/A
Mixed Pulp/Fiber (2.5" & larger)				N/A	N/A	N/A
Hew wood (4.5" & larger)	60			N/A	N/A	N/A

No comments were received. M. Kirkwood requested permission for Parks & Recreation to do a complete tabulation and bring it back next Tuesday to recommend their award. The hearing was closed.

(20) Public Works Director Craig Jackson was present for an update. Also in attendance were County Engineer Jesse Larson, Fleet Accountant/Risk Manager Teresa Deal, Facilities Maintenance Lead Technician Jon Nelson, and present via Zoom was Office Manager/Cost Accountant Christy Parry.

T. Deal explained the request to extend Don Ramsey's extra-help agreement. Motion was made by B. Smiley to approve the agreement with Don Ramsey allowing him to work as temporary extra help for an additional six months, ending July 1, 2024. Motion was seconded by J. Gentle. Motion carried unanimously.

*Acknowledgement of Terms and Conditions for Extra-Help Employment-Don Ramsey
AGREEMENT NO. 2024-001, COMMISSIONERS' RECORDING*

Motion was made by R. Rosencrantz to approve the Public Works Director recommendation to approve Amendment #1 to Contract C-2022-14, On Call Surveying Services with TD&H Engineering. Motion was seconded by B. Smiley. Motion carried unanimously.

*Amendment #1 To Contract No. 2022-14 Consulting Contract With TD&H Engineering
For On-Call Surveying Services
RESOLUTION NO. 2024-014, COMMISSIONERS' RECORDING*

Motion was made by R. Rosencrantz to allow the Clerk to use the signature stamp for Commissioner Gentle on documents approved today. Motion was seconded by B. Smiley. Motion carried unanimously.

Motion was made by B. Smiley to approve Public Works' request to advertise for Request for Qualifications for On-Call Civil Engineering services for a 36 month term. Motion was seconded by J. Gentle. Motion carried unanimously.

J. Nelson provided reports on jail repairs, Counseling Services office space and millwork, and water bottle fillers. C. Jackson requested permission to conduct a Truck Road-e-o in July, and the Board was in full support.

A discussion was held on the Usk Bridge. Other topics included road restrictions, Fan Lake pipe, and Tweedie/Spring Valley/and Gray bypass roads. A first-touch request was made to purchase a mini excavator with brush head. A presentation was provided on ER&R cost overtime.

(21) K. Martin was present to discuss WISE job description revisions. Present via Zoom was Teamsters Business Agent Taj Wilkerson.

Motion was made by B. Smiley to approve the updated job description for Counseling Services Wise Care Coordinator. Motion was seconded by J. Gentle. Motion carried unanimously.

Motion was made by R. Rosencrantz to approve the updated job description for Counseling Services WISE Family Partner. Motion was seconded by B. Smiley. Motion carried unanimously.

Motion was made by B. Smiley to approve the modified job description for Counseling Services WISE Youth Partner. Motion was seconded by J. Gentle. Motion carried unanimously.

(22) Motion was made by J. Gentle to authorize B. Smiley to draft and submit a letter to Fish & Wildlife on their updated conservation plan. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(23) Motion was made by J. Gentle to allow R. Rosencrantz to fill in and submit the electronic request for the 2024 legislative session, Member Requested Local Community Project Information Online Form, as is relates to a request for funding for ambulance service. Motion was seconded by B. Smiley. Motion carried unanimously.

(24) The Board recessed for lunch at 11:48 a.m.

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

(26) ITS Director Shane Flowers was present for an update. Topics included completion of NCSR security questionnaire, New World update, credit card service for Solid Waste transfer stations, upcoming public records officer interviews, replacement computers, GIS zoning maps, and Darktrace email security.

(27) The Commissioners reviewed their governing board assignments and determined their 2024 representatives.

Motion was made by B. Smiley to appoint Commissioner Gentle to Martin Hall and Commissioner Smiley as the Alternate and send a letter to that effect. Motion was seconded by J. Gentle. Motion carried unanimously.

Motion was made by J. Gentle to appoint Commissioner Gentle to Aging & Long Term Care of Eastern Washington and Commissioner Rosencrantz as the Alternate and send a letter to that effect. Motion was seconded by B. Smiley. Motion carried unanimously.

Motion was made by J. Gentle to appoint Commissioner Rosencrantz to Tri-County Economic Development District and Commissioner Smiley as the Alternate and send a letter to that effect. Motion was seconded by B. Smiley. Motion carried unanimously.

Motion was made by J. Gentle to appoint Commissioner Rosencrantz to Tri-County Economic Development District Technical Advisory Council and Commissioner Smiley as the Alternate and send a letter to that effect. Motion was seconded by B. Smiley. Motion carried unanimously.

Motion was made by J. Gentle to appoint Commissioners Rosencrantz and Smiley to Northeast Tri-County Board of Health and send a letter to that effect. Motion was seconded by B. Smiley. Motion carried unanimously.

(28) Correspondence Received:

- 1.8 C. Van Valkenburg-2023 4th Quarter Caseload Report
- 1.9 P. Kardos/RG*NEW-Letter re: ADO/EDC
- 1.10 TEDD-Letter re: Public Release of ADO Application
- 1.11 K. Brown/Northeastern Washington-Northern Idaho Building & Construction Trades Council-Letter re: Usk Bridge Shared Use Pathway

(29) Correspondence Sent:

- Martin Hall Board of Directors-Letter re: Board Appointments
- L. Kimball/ALTCEW-Letter re: Board Appointments
- J. Koffel/TEDD-Letter re: Board Appointments
- M. Schanz/NETCHD-Letter re: Board Appointments

(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:

	<u>Salary and Claim</u>
Current Expense	\$ 41,537.23
Counseling Services	\$ 20,712.25
Fair	\$ 858.38
Law Library	\$ 88.32
Park	\$ 505.25
Road	\$ 137,998.91
Veterans Assistance	\$ 1,779.37
Trial Court Improvement	\$ 1,306.07
Emergency 911 Communications	\$ 228.50
Extension Education	\$ 1.19
Growth Management	\$ 12,166.76
Low Income Housing/2060	\$ 14.28

Homeless Program/2163	\$ 29.75
Public Facilities	\$ 16.76
Solid Waste	\$ 67,549.56
Risk Management	\$ 700.00
Equipment R&R	\$ 52,970.81
IT Services	\$ 9,320.65
TOTAL	\$ 347,784.04

Checks 215500 through 215625 totaling \$346,859.05 and Electronic Funds Transfers 50461 through 50463 totaling \$924.99, dated January 8, 2024.

(31) Meeting adjourned at 3:30 p.m.

APPROVED:


Chair of the Board

ATTEST:


Clerk of the Board


Chair

Vice Chair


Member