

January 22, 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, Commissioner Brian Smiley, and Clerk of the Board Crystal Zieske. Vice Chair John Gentle joined the meeting via Zoom. J. Gentle offered the invocation and R. Rosencrantz led the flag salute.

(1) B. Smiley gave updates from Parks Board and Economic Development Council (EDC).

(2) Motion was made by J. Gentle to authorize the Clerk to use the signature stamp for Commissioner Gentle on all documents approved by the Board today and tomorrow. Motion was seconded by B. Smiley. Motion carried unanimously.

(3) The Board participated in a Zoom conference with Potts & Associates lobbyist Zak Kennedy. Present via Zoom were Treasurer Nicole Dice and Newport Councilman Mark Zorica. A legislative update was provided.

(4) Consent Agenda-Motion was made by J. Gentle to approve the Consent Agenda for January 22, 2024. Motion was seconded by B. Smiley. Motion carried unanimously. The Consent Agenda includes this week's Agenda, the Minutes of the Board's January 16, 2024 meeting and the following items:

Payroll Change Notice:

Public Works-Roads-

Adam Collison, Road Maintenance Tech, Resignation, Effective 1/26/2024

Reed Bailey, Road Maintenance Tech, Rescinding \$35.00/mo. Longevity (*Due to error in determining full-time hire date*), Effective 12/1/2023

Sheriff's Office-

Ethan Leal, Communications Officer, ½ Sign-on bonus \$2,000.00, (*Second half of sign-on bonus, paid after one year of service*) Effective 1/17/2024

Counseling Services-

Hayden Hyde, Receptionist, Resignation, Effective 1/31/2024

Weed Board-

Paula Martin, Finance & Office Assistant, 4/5<sup>th</sup> time, Step 1, \$21.05/hr. to Full-time, Step 1, \$3,649.29/mo., Effective 2/1/2024

Request to Advertise & Hire, Steps 1-2 DOE: District 1 Permanent Road Maintenance Technician (advertise internally for 5 days, then externally, if necessary)

Request to Advertise & Hire, Steps 1-3 DOE: Counseling Services Receptionist

In The Matter Of Executing An Amendment To Extend Expiration Date To Federal Financial Participating Agreement 22-DG-11062100-008 (R-2022-64) To Pend Oreille County From The United States Department Of Agriculture, Forest Service (Colville National Forest)  
*RESOLUTION NO. 2024-017, COMMISSIONERS' RECORDING*

Amendment 1-Interagency Reimbursement Agreement IAA24027 Between Washington State Administrative Office of the Courts and Pend Oreille County  
*RESOLUTION NO. 2024-018, COMMISSIONERS' RECORDING*

Approval of Increase of Finance & Office Assistant To Full Time And Updated Job Description-Paula Martin

Approval of Increase of Outreach & Field Assistant To Full Time And Updated Job Description

(5) Human Resource Director Brenda Miller was present for an update. Topics included open positions, website issues for applications, public records request, internal investigations, L&I work-related injury investigation, and ITS contract mediation. She will be attending the "HR Day on the Hill-Virtual" this Friday.

(6) J. Gentle provided a Legislative Steering Committee (LSC) update.

(7) The Board held a discussion on the economic development contract. Present was Newport City Administrator Abby Gribi and via Zoom were Port of Pend Oreille Executive Director Kelly Driver and M. Zorica.

(8) The Board recessed for lunch at 12:01 p.m.

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

(10) J. Gentle continued his update from LSC.

(11) Public Hearing-2020 Comprehensive Plan Update. Present were Community Development Director Greg Snow, Senior Planner/Assistant Director Andy Huddleston, and Permit Technician Vicki Koehler. Present via Zoom were Permit Technician Dennis Alliger, Administrative Assistant Savannah Widger, Selkirk Sun, Pend Oreille Political Circus, Phyllis Kardos, Don Gronning, Ann, Attorneys Nathan Smith and Brian Kistler, and K. Driver. The hearing was opened, R. Rosencrantz read the hearing procedures, and the notice was read. G. Snow provided an overview of the Comprehensive Plan process. Public comments were received from P. Kardos. The hearing was closed.

(12) R. Rosencrantz gave reports from PO Conservation District, Newport City Council, Northeast Tri County Health District, and South Pend Oreille Fire & Rescue meetings.

(13) B. Smiley was excused from 2:11 p.m. to 2:29 p.m. to contact Bureau of Land Management Forester Sean Gordon regarding the proposed Spokane District Environmental Planning.

(14) Motion was made by B. Smiley to approve the Treasurer's current expense funds report. Motion was seconded by J. Gentle. Motion carried unanimously.

Investment Earnings (year-to-date estimate, as of 1/19/24): \$90,945.57

(15) Motion was made by J. Gentle to sign the Certificate of Appreciation to Rick Cruse. Motion was seconded by B. Smiley. Motion carried unanimously.

(16) Motion was made by B. Smiley to sign the OnBase interlocal agreement amendment with Walla Walla County. Motion was seconded by J. Gentle. Motion carried unanimously.

Resolution Regarding Approval Of An Interlocal Agreement Between Pend Oreille  
County And Walla Walla County For Onbase Administrator Services-Amendment No. 2  
*RESOLUTION NO. 2024-019, COMMISSIONERS' RECORDING*

(17) Prosecuting Attorney Dolly Hunt was present for a legal update. Also present was Financial Manager Jill Shacklett. Present via Zoom was K. Driver. Topics included Family Court Investigator and economic development contract.

(18) The Board held an interview for a Board of Equalization volunteer position. Present was the candidate.

(19) Motion was made by B. Smiley to appoint Leslie Sausman to the Board of Equalization as an alternate, and to send a letter to that effect. Motion was seconded by J. Gentle. Motion carried unanimously.

(20) Motion was made by J. Gentle to rescind Resolution R-2024-012, the GIS Services Agreement with Pend Oreille Conservation District, as additional contract language is necessary before adoption. Motion was seconded by B. Smiley. Motion carried unanimously.

(21) Public Comment—D. Gronning and Selkirk Sun were present via Zoom but did not provide comment.

(22) Meeting continued to January 23.

January 23, 2024

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

(23) County Engineer Jesse Larson was present for a Public Works update. Also in attendance were Support Specialist Mike Kirkwood, Office Manager/Cost Accountant Christy Parry, and Facilities Maintenance Supervisor Ben Eggleston, and present via Zoom was K. Driver.

Motion was made by B. Smiley to approve the resolution regarding the contract to provide logging services-2023 Rustlers Gulch Recreation Area Unit Sale-Units 12, 14 & 16 Delivered Log Sale with Hansen Logging, LLC. Motion was seconded by J. Gentle. Motion carried unanimously.

Resolution Regarding Approval Of The Contract To Provide Logging Services-2023 Rustlers  
Gulch Recreation Area Unit Sale Units 12, 14 & 16 Delivered Log Sale With Hansen  
Logging, LLC

*RESOLUTION NO. 2024-020, COMMISSIONERS' RECORDING*

Motion was made by J. Gentle to approve the resolution declaring the Pend Oreille County Park Caretaker House and Highway Vault Toilet Structure surplus property and disposing of such through a public auction format or other means. Motion was seconded by B. Smiley. Motion carried unanimously.

Resolution Regarding Approval Of The Disposal Of Surplus Property-Pend Oreille County  
Parks & Recreation-Pend Oreille County Park  
*RESOLUTION NO. 2024-021, COMMISSIONERS' RECORDING*

Motion was made by B. Smiley to approve Change Order #1 to the Contract R-2024-020 with Hansen Logging, LLC in regards to the addition of PotlatchDeltic-St. Maries, ID mill as a point of delivery for forest products related to the 2023 Rustlers Gulch Recreation Area Unit Sale. Motion was seconded by J. Gentle. Motion carried unanimously.

POC Parks & Rec Department Change Order Logging Services-Hansen Logging, LLC  
*AGREEMENT NO. 2024-002, COMMISSIONERS' RECORDING*

B. Eggleston presented a Buildings & Grounds update, with a request to temporarily move the on call winter temp to full-time. The Board was in full support. He also addressed heat issues and a water leak in a Public Works office.

J. Larson reported there was an unannounced L&I visit from the logging safety compliance officer. Updates were provided on potential shared use pathway on Usk bridge, and Usk and Lone Bridge repairs and financial update.

M. Kirkwood provided a Parks & Rec update, including a Rustlers Gulch trespass, Lake Newport State Park court hearing for land exchange, park use policies, and a potential youth sports complex.

(24) The Board held a recognition ceremony for Senior Building Inspector/Fire Marshall Rick Cruse on the occasion of his retirement after 23 years with POC. Present were R. Cruse, G. Snow, A. Huddleston, V. Koehler, D. Alliger, S. Widger, Auditor Marianne Nichols, J. Shacklett, D. Gronning, Lisa Alkire, and Stephen Alkire. The Board presented a Certificate of Appreciation and retirement card to R. Cruse.

(25) The Board met in executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 15 minutes, from 10:55 a.m. to 11:10 a.m. Present was B. Miller. An additional 5 minutes was requested until 11:15 a.m.

(26) G. Snow presented a resolution regarding yesterday's public hearing for the 2020 Comprehensive Plan Update. Motion was made by B. Smiley to approve the resolution regarding compliance with the Washington State Growth Management Hearings Board, affirming the adopted Rural Land Use Policy #2 and Rural Land Use Policy #3 in Resolution R-2023-08. Motion was seconded by J. Gentle. Motion carried unanimously.

Adoption Of Revisions To The County's Comprehensive Plan, Future Land Use Map,  
Development Regulations, Floodplain Ordinance, Building Regulations, And Planning  
Commission By-Laws; Providing For Severability; And Establishing An Effective Date  
*RESOLUTION NO. 2024-022, COMMISSIONERS' RECORDING*

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

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

(29) ITS Director Shane Flowers was present for an update. Topics included the recent Cybersecurity

Infrastructure Security Agency (CISA) evaluation, public records officer interviews, and GIS projects. Joining the update in progress via Zoom was Administrative Assistant Glennis Stott.

(30) The Board held a discussion on a potential EMS District. Present were Fire District 2 Deputy EMS Chief Erik Gallanger, A. Gribi, and via Zoom was G. Stott.

Motion was made by B. Smiley to approve the resolution to schedule public hearings to consider the formation of an emergency medical services district. Motion was seconded by J. Gentle. Motion carried unanimously.

A Resolution To Schedule Public Hearings Before The Pend Oreille County Board Of Commissioners To Consider Whether The Formation Of An Emergency Medical Services ("EMS") District As Authorized By RCW 36.32.480 Is In The Best Interest Of The Citizens Of Pend Oreille County  
*RESOLUTION NO. 2024-023, COMMISSIONERS' RECORDING*

Joining the meeting in progress were Fire District 4 Chief Robert Webber and via Zoom was South Pend Oreille Fire & Rescue (SPOFR) Assistant Chief Mike Nokes.

(31) Interim Counseling Services Director Kris Martin was present for an update.

Motion was made by B. Smiley to approve and sign the 2024 Spokane County Regional Behavioral Health (crisis) contract. Motion was seconded by J. Gentle. Motion carried unanimously.

Spokane County Community Services, Housing, And Community Department, Spokane Regional Behavioral Health (SCRBH) Division Of Administrative Services Organization  
Contract 24ASO2841  
*RESOLUTION NO. 2024-024, COMMISSIONERS' RECORDING*

Motion was made by J. Gentle to approve and sign 2023 Spokane County Regional Behavioral Health (Crisis) contract amendment, with increased SUD Outpatient funding for 2023 of \$5,000.00. Motion was seconded by B. Smiley. Motion carried unanimously.

Spokane County Community Services, Housing, And Community Department, Spokane Regional Behavioral Health (SCRBH) Division Of Administrative Services Organization  
Contract 23ASO2713(2)  
*RESOLUTION NO. 2024-025, COMMISSIONERS' RECORDING*

Motion was made by B. Smiley to approve offer to Nichole Packwood of \$5.00/hour pay differential for performing duties for the Counseling Services Department Compliance Coordinator and Business Administrative Assistant, effective January 23, 2024, and approve the Payroll Change Notice. Motion was seconded by J. Gentle. Motion carried unanimously.

Payroll Change Notice:  
Counseling Services-

Nichole Packwood, Business Administrative Assistant, Step 3, \$3,691.56/mo., to Business Administrative Assistant/Interim Compliance Coordinator, Step 3, \$4,504.06/mo., (\$5.00/hr. for higher classification duties while employee is on leave), Effective 1/23/2024

Updates were provided on the following programs: mental health, Substance Use Disorder, WISe, crisis, and prevention.

(32) The Board held a discussion on economic development contract and funding.

(33) Commissioner Programs/HR Assistant/Civil Service Clerk Lyndsie Halcro was present to discuss the upcoming Civil Service 2023 report and potential webpage.

(34) Correspondence Received:

- 1.17 WSAC-2024 Dues Assessments
- 1.18 V. Koehler-Informational Statement for Parks & Recreation Advisory Board
- 1.19 WA Liquor & Cannabis Board–Notice of Liquor License Application-Edgewater Lounge Inc.

(35) Correspondence Sent:

- L. Sausman-Letter of Appointment to Board of Equalization
- R. Cruse-Certificate of Appreciation & Retirement Card

(36) 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	\$71,247.31
Counseling Services	\$ 233.85
Fair	\$ 600.00
Road	\$13,055.91
Veterans Assistance	\$ 627.17
Emergency 911 Communications	\$ 42.48
American Rescue Plan Act	\$ 976.90
Risk Management	\$ 869.03
Equipment R&R	\$ 6,709.60
IT Services	\$ 0.04
Sales/Excise Tax	<u>\$ 10.95</u>
TOTAL	\$ 94,373.24

Checks 215941 through 215990 totaling \$94,292.30 and Electronic Funds Transfer 50788 totaling \$83.43, dated January 22, 2024. Includes Jr. Taxing Districts.

(37) Meeting adjourned at 3:55 p.m.

APPROVED:   
Chair of the Board

ATTEST:   
Clerk of the Board