

February 19, 2024

There was no meeting, due to Presidents' Day.

February 20, 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) R. Rosencrantz provided a report from South Pend Oreille Fire & Rescue board meeting.

(2) 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 February 12, 2024 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 2/16/24): \$175,522.66

Payroll Change Notice:

Public Works-

Robert Pendergrass, Seasonal Road Tech to Road Maintenance Tech-District 3,
Full-time, Step 1, \$24.68/hr., Effective 2/15/2024

Counseling Services-

Mary Jane Lowry, Receptionist, Step 2, \$3,320.64/mo., (*Change of Start Date-
Correction from 2/5/24 which stated 2/12/24, start date*), Effective 2/20/2024

ITS-

Aimee Emtman, Public Records Officer, Step 3, \$5,430.21/mo., Effective 3/4/2024

Request to Advertise & Hire, Steps 1-3 DOE: RNP Outreach Navigator

Request to Advertise & Hire, Steps 1-3 DOE: Appraiser Trainee

Approval Of Revised Job Description And Change Title From Director Of Operations To
Accounting Deputy 4 And Advertise & Hire, Steps 1-3 DOE

2024 Pend Oreille Capital Projects/Public Facilities Plan Element Of Comprehensive Plan
RESOLUTION NO. 2024-040, COMMISSIONERS' RECORDING

2024 Modification To Memorandum Of Agreement Between Washington State University
Extension And Pend Oreille County-Professional Services
RESOLUTION NO. 2024-041, COMMISSIONERS' RECORDING

Letter of Appreciation for 15 Years of Service to POC-Travis Stigall

Remove Letter of Appreciation for 15 Years of Service to POC-Andy Huddleston from
February 5, 2024 Minutes and Approve the Amended Minutes (*Incorrect information from
HR Report*)

Approve Promotion from Co-Occurring Counselor BA to Mental Health Professional BA-
Sabrina Newton, Step 4, \$5,740.08/mo., Effective 2/16/2024

- (3) B. Smiley gave updates from Metaline Falls and Metaline Town Council meetings.
- (4) Public Comment-Selkirk Sun was present via Zoom but did not provide comment.
- (5) J. Gentle provided a review of the Legislative Steering Committee (LSC) meetings.
- (6) Public Works Director Craig Jackson was present for an update. Also in attendance were Facilities Maintenance Supervisor Ben Eggleston, Support Specialist Mike Kirkwood, Fleet Accountant/Risk Manager Teresa Deal, and present via Zoom were County Engineer Jesse Larson and Office Manager/Cost Accountant Christy Parry.
- a) Motion was made by J. Gentle to withdraw three Road Department Vehicles and move payment of funds totaling \$79,298.35 from the Equipment Rental & Revolving Fund to the Road Department Fund. Motion was seconded by B. Smiley. Motion carried unanimously.

Withdrawal Of Road Vehicles From Equipment Rental & Revolving
RESOLUTION NO. 2024-042, COMMISSIONERS' RECORDING

- b) C. Jackson mentioned that a bridge project will be added to the currently adopted STIP. Motion was made by B. Smiley to set a public hearing for the 2024-2029 Six Year Transportation Amendment for March 12, 2024, at 10:45 a.m. Motion was seconded by J. Gentle. Motion carried unanimously.
- c) B. Eggleston and M. Kirkwood proposed the equipment shed rehabilitation. Motion was made by J. Gentle to approve specifications and estimate for the 2024 Equipment Shed Rehab Project and approve Public Works to advertise in the Newport Miner for sealed bids for the 2024 Equipment Shed Rehab project, with bids due 9:30 a.m. on March 12, 2024 and bids opened at 10:30 a.m. on March 12, 2024. Motion was seconded by B. Smiley. Motion carried unanimously.
- d) C. Jackson provided an update on the new Usk Bridge application. M. Kirkwood and J. Larson addressed roadway approach permit fees. Auditor Marianne Nichols and Solid Waste Coordinator Amanda Griesemer joined the update in progress. B. Eggleston and M. Nichols gave an update on threat assessment mitigation measures. M. Kirkwood reported on road restrictions, and C. Jackson provided an update on subdivision roads. A. Griesemer gave reports on litter pickup, fall protection at Ione, health department report, and staffing. C. Jackson reported on Overlook Drive road repair.
- (7) Human Resource Director Brenda Miller was present for an update. Topics included Counseling Services Director search, Public Records Officer, and career fair recap.
- (8) The Board recessed for lunch at 11:54 a.m.
- (9) The meeting resumed at 1:30 p.m.
- (10) Financial Manager Jill Shacklett was present to discuss leases. Also discussed was affordable housing.

(11) Prosecuting Attorney Dolly Hunt was present via Zoom for a legal update. Topics included a recent recreational use appellate decision and updating county policies.

(12) Motion was made by B. Smiley to approve the Payroll Change Notice for Randol Clawson. Motion was seconded by J. Gentle. Motion carried unanimously.

Payroll Change Notice:

Assessor-

Randol Clawson, Appraiser Trainee, Resignation, Effective 3/1/2024

(13) Correspondence Received:

2.12 M. Lithgow-(via email) Letter re: Parks Board Resignation

2.13 LEPC-9.28.23 Minutes

2.14 PO EDC-2.21.24 Agenda & 1.17.24 Minutes

2.15 WA DNR/T. Cooper-Letter Re: SEPA Lead Agency & Determination of Nonsignificance

(14) Correspondence Sent:

T. Stigall-Letter of Appreciation for 15 Years of Service to POC

(15) 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	\$ 74,340.80
Counseling Services	\$ 1,486.66
Park	\$ 350.00
Road	\$ 258.63
Veterans Assistance	\$ 1,796.65
Emergency 911 Communications	\$ 375.00
Growth Management	\$ 19,219.44
Homeless Program/2163	\$ 4,918.10
American Rescue Plan Act	\$ 318.00
Solid Waste	\$ 4,158.15
Risk Management	\$ 700.00
Equipment R&R	\$ 13,392.59
IT Services	\$ 56,078.96
Sales/Excise Tax	\$ 6,163.88
TOTAL	\$ 183,556.86

Checks 216501 through 216569 totaling \$174,724.06 and Electronic Funds Transfers 51340 through 51341 totaling \$8,833.78, dated February 20, 2024. Includes Jr. Taxing Districts.

(16) Meeting adjourned at 3:25 p.m.

APPROVED:


Chair of the Board

ATTEST:


Clerk of the Board