

December 10, 2018

The meeting of the Pend Oreille County Board of Commissioners was called to order at 9:20 a.m. in their meeting room. Present were Chair Stephen Kiss, Commissioner Karen Skoog, and Clerk of the Board Crystal Zieske. Vice Chair Mike Manus was excused for the morning.

(1)

Treasurer Terri Miller and Treasurer-Elect Nicole Dice were present to discuss a request to advertise and hire, job descriptions, and employee promotions.

a) Motion was made by K. Skoog to approve the request to advertise and hire an entry-level Deputy Accountant I to replace the current position in the Treasurer's Office. Motion was seconded by S. Kiss. Motion carried unanimously.

b) Motion was made by K. Skoog to approve the updated job description of Deputy Accountant III. Motion was seconded by S. Kiss. Motion carried unanimously.

c) Motion was made by K. Skoog to approve the promotion of Theresa Schoener to Deputy Accountant II/Tax Specialist at Step 1, effective January 1, 2019, and the promotion of Stephany Rowton to Deputy Accountant III at Step 1, with no change to step date, effective January 1, 2019. Motion was seconded by S. Kiss. Motion carried unanimously.

(2)

Auditor Marianne Nichols and Financial Manager Jill Shacklett were present to discuss the budget and non-union employees' insurance. T. Miller and N. Dice were also present. M. Manus joined the update in progress.

(3)

The Public Hearing for Surplus Property (Vehicles) was opened and the notice was read into the record at 10:35 a.m. Fleet Accountant Teresa Deal was present. After discussion about the vehicles and the county's lack of need of them, the hearing was closed at 10:40 a.m.

Motion was made by M. Manus to approve the selling of the three public surplus property vehicles listed, by means of on-line auction. Motion was seconded by K. Skoog. Motion carried unanimously.

Surplus Property in the Equipment Rental and Revolving Fund
RESOLUTION NO. 2018-45, COMMISSIONERS' RECORDING

(4)

M. Nichols and J. Shacklett were in attendance to present the 2019 budget for approval. Also present was Public Works Office Manager/Risk Manager Teresa Brooks.

(5)

Motion was made by K. Skoog to approve the signing of the resolution authorizing the general levy rate for 2019 at one percent. Motion was seconded by M. Manus. Motion carried unanimously.

Authorizing a One Percent Increase to the General Fund Property Tax Levy
RESOLUTION NO. 2018-46, COMMISSIONERS' RECORDING

(6)

Motion was made by K. Skoog to approve the signing of the resolution authorizing the road levy rate for 2019 at one percent. Motion was seconded by M. Manus. Motion carried unanimously.

Authorizing a One Percent Increase to the 2019 Road Fund Property Tax Levy
RESOLUTION NO. 2018-47, COMMISSIONERS' RECORDING

(7)

Motion was made by M. Manus to approve the county budget for 2019. Motion was seconded by K. Skoog. Motion carried unanimously.

Final Budget for the Year 2019
RESOLUTION NO. 2018-48, COMMISSIONERS' RECORDING

(8)

The Board gave reports on the recent meetings they've attended.

(9)

M. Manus offered the invocation and K. Skoog led the flag salute.

(10)

The Board recessed for lunch at 12:02 p.m.

(11)

The Board convened in executive session regarding collective bargaining pursuant to RCW 42.30.140(4)(a) for 30 minutes from 1:30 p.m. to 2:00 p.m. Also present was Human Resources Manager Terra Sirevog and Public Works Director Craig Jackson. S. Kiss requested an additional 15 minutes, then an additional 15 minutes.

(12)

Prosecuting Attorney Dolly Hunt was present for a legal update. She gave a report on the PILT Class Action and provided assistance on a citizen request.

(13)

M. Manus was excused for the remainder of the meeting.

(14)

Public Comment – No members of the public were present.

(15)

Meeting continued to December 11.

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The meeting room was open for refreshments at 8:30 a.m.

(16)

S. Kiss convened the meeting of the Elected Officials and Department Heads at 9:00 a.m. Present were K. Skoog, M. Manus, Public Works Director Craig Jackson, Treasury Manager Lisa Vallieres, Weed Control Education & Outreach Coordinator Lisa Alkire, T. Miller, Assessor Jim McCroskey, Community Development Director Greg Snow, J. Shacklett, Executive Administrative Assistant Dawn Taylor, ITS Director Robert Brooks, County Engineer Don Ramsey, Sheriff Alan Botzheim, Weed Control Coordinator Sharon Sorby, D. Hunt, M. Nichols, Commissioner Programs Christine Rahoun, T. Sirevog, and C. Zieske. Resident Bob Eugene was also present. After a recognition of retirees, a roundtable discussion was held.

(17)

C. Jackson was present for a Public Works update. Also in attendance were D. Ramsey, T. Brooks, Road District Supervisor Dan Reijonen, and B. Eugene.

a) Motion was made by K. Skoog to approve the Tech I Apprentice job description. Motion was seconded by M. Manus. Motion carried unanimously.

b) Motion was made by M. Manus to approve the advertising for the Tech I Apprentice position. Motion was seconded by K. Skoog. Motion carried unanimously.

c) Motion was made by K. Skoog to approve the Maintenance Tech for District II job description. Motion was seconded by M. Manus. Motion carried unanimously.

d) Motion was made by K. Skoog to approve the advertising and hire for the Maintenance Tech for District II. Motion was seconded by M. Manus. Motion carried unanimously.

T. Brooks gave a risk management update, which included the recent Risk Pool Conference, WCRP staffing, appraiser's recent visit to the county, and composition of our county's Risk Management Committee.

D. Reijonen gave a road maintenance program update, then was excused from the meeting.

Projects discussed were Mill Creek concrete work, West Shore Drive, meeting with Kalispel Tribe's transportation department. T. Brooks left the update.

C. Jackson gave a report on the Sullivan Lake Inlet Bridge. D. Ramsey discussed a meeting with USFS regarding bridge replacement at Harvey Creek.

(18)

The Board recessed for lunch at 12:18 p.m.

(19)

M. Manus was excused for the afternoon.

(20)

R. Brooks was present for an ITS update. He presented a proposal to standardize on Vmware, and discussed increased compute/memory availability, text and instant messaging archiving, password vault, and aerial photography. Also discussed were the 2019 Capital Facilities proposed projects, county website, and trainings/professional development.

(21)

Consent Agenda - Motion was made by K. Skoog to approve the Consent Agenda. Motion was seconded by S. Kiss. Motion carried unanimously. The Consent Agenda includes this week's Agenda, the Minutes of the Board's December 3, 2018 meeting and the following items:

Investment Earnings (through November 30): \$142,519.59
Investment Earnings (year-to-date estimate, as of 12/7/18): \$164,737.65

Payroll Change Notice:
ITS-

Josh Shelton, GIS Manager, \$5,487.64/mo., Effective 11/26/2018

Vacation Rollover-Annabelle Payne

(22)

Motion was made by K. Skoog to approve signing the letter to be sent to Planning Commission and Community Development regarding the Board's "Our Vision for the Future." Motion was seconded by S. Kiss. Motion carried unanimously.

(23)

Motion was made by K. Skoog to approve signing the Royer's Written Word contract. Motion was seconded by S. Kiss. Motion carried unanimously.

Royer's Written Word

CONTRACT NO. 2018-32, COMMISSIONERS' RECORDING

(24)

Correspondence Received:

- 12.10 DNR/SEPA Center-Notice of Final Determination SEPA File No. 18-111402
- 12.11 WSLCB-Letter of discontinuation of liquor license, Crossroads Family Restaurant
- 12.12 WSLCB--License Renewal, The Boat Launch, 802 S Shore Rd #B, Newport, Spirits/Br/Wn Rest Lounge +; The Boat Launch Convenience Store, 802 S Shore Rd #A., Newport, Grocery Store – Beer/Wine; Diamond Lake Deli & More, 325182 Highway 2, Newport, Grocery Store - Beer/Wine
- 12.13 B. Kemp-Request to be reappointed to Planning Commission
- 12.14 M. Cates- Request to be reappointed to Board of Equalization
- 12.15 D. Stone-Resignation from Library Board
- 12.16 Treasurer/T. Miller & Treasurer-Elect/N. Dice-Depositories for Pend Oreille County per RCW 36.48.010, State Chartered Credit Unions per RCW 39.58.230

(25)

Correspondence Sent:

- S. Roberts-Letter of response re: proposed silicon facility
- G. Snow/Community Development and Planning Commission-Letter re: Our Vision for the Future

(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	\$ 359,279.53
Counseling Services	\$ 95,387.02
Crime Victims Compensation	\$ 278.12
Fair	\$ 364.30
Law Library	\$ 298.05
Park	\$ 405.42
Road	\$ 242,195.31
Veteran's Assistance	\$ 150.00
Emergency 911 Communications	\$ 33,614.47
Public Facilities	\$ 3,157.68
Solid Waste	\$ 16,932.63
Risk Management	\$ 6,626.06
Equipment R&R	\$ 15,378.41
IT Services	\$ 15,351.03
Sheriff's Trust	<u>\$ 1,287.00</u>
TOTAL	\$ 790,705.03

Checks 177466 through 177562 totaling \$242,063.40, dated December 10, 2018, and Checks 177622 through 177659 totaling \$37,030.95, and Electronic Funds Transfers 20843 through 20849 totaling \$267,025.48, and Checks 177418 through 177428 totaling \$10,802.65, and Electronic Funds Transfers 20609 through 20794 totaling \$283,968.76, and Checks 177429 through 177465 totaling \$14,855.06, and Electronic Funds Transfers 20795 through 20838 totaling \$30,457.55 dated December 10, 2018. Includes Jr. Taxing Districts.

(27)
Meeting adjourned.

APPROVED: _____
Chair of the Board

ATTEST: _____
Clerk of the Board