

March 4, 2019

The meeting of the Pend Oreille County Board of Commissioners was called to order at 9:03 a.m. in their meeting room. Present were Vice Chair Mike Manus, Commissioner Stephen Kiss, and Clerk of the Board Crystal Zieske. Chair Karen Skoog is excused for the week, to attend the NACo Legislative Conference. S. Kiss offered the invocation and M. Manus led the flag salute.

(1)

M. Manus gave updates on TEDD, Newport Hotel Feasibility Roundtable, Planning Commission, and Superior Court.

(2)

Human Resources Manager Terra Sirevog was present for a HR update. Also present were Public Works Director Craig Jackson and Community Development Director Greg Snow. Discussed were the Transportation Technical Specialist and Senior Planner positions.

(3)

G. Snow was present for a Community Development update. Also present were Newport City Administrator Russ Pelleberg, Newport Miner Reporter Caneel Johnson, and residents Bob Eugene and Michael Naylor. Topics were WRIA 55 update, Planning Commission, Comp Plan update, 2020 update, Park Board, and timber thinning.

Motion was made by S. Kiss to approve construction of equestrian parking area by the Back Country Horsemen and the Parks Board to advance them \$6,500.00 to begin site work, to be paid back with grant funding. Motion was seconded by M. Manus. Motion carried unanimously.

Motion was made by S. Kiss to approve the contract with White Bluffs Consulting for Comprehensive Planning Strategy Meeting in the amount of \$2,000.00. Motion was seconded by M. Manus. Motion carried unanimously.

Motion was made by S. Kiss to approve the Vice-Chair to sign the White Bluffs agreement. Motion was seconded by M. Manus. Motion carried unanimously.

General Agreement and Provisions of Contract for White Bluffs Consulting, LLC  
*CONTRACT NO. 2019-06, COMMISSIONERS' RECORDING*

(4)

R. Pelleberg discussed the Newport Hotel Feasibility Roundtable and study.

(5)

The Board recessed for lunch at 12:08 p.m.

(6)

M. Manus gave updates on EDC and AFRC meetings.

(7)

T. Sirevog returned for a HR update. Discussed were the vacant Appraiser I and Facilities Maintenance Tech I Apprentice positions, Senior Planner job description, Chief Deputy Clerk, and Transportation Technical Specialist.

Motion was made by S. Kiss to approve the advertising and hiring of vacant Appraiser position in the Assessor's Office. Motion was seconded by M. Manus. Motion carried unanimously.

Motion was made by S. Kiss to conditionally approve the hiring of Mr. Adam Kakuk for the Buildings & Grounds Tech Apprentice position, at Step 3, pending background check. Motion was seconded by M. Manus. Motion carried unanimously.

(8)

Consent Agenda - Motion was made by S. Kiss to approve the Consent Agenda. Motion was seconded by M. Manus. Motion carried unanimously. The Consent Agenda includes this week's Agenda, the Minutes of the Board's February 25, 2019 meeting and the following items:

Payroll Change Notice:

Assessor-

Joshua Peightal, Appraiser I, Resignation, Effective 3/1/2019

Public Works-

Andy Huddleston, Transportation Technical Specialist, Step 3, \$4,538.58/mo., Effective 3/18/2019

Adam Kakuk, Facilities Maintenance Technician I Apprentice, Step 3, \$2,203.67/mo., Effective 3/11/2019

Request to Advertise & Hire: Mail Clerk

Request for Promotion- Jennifer Seger to Chief Deputy Clerk

Pay Scale Change-Transportation Technical Specialist

Job Description Update-Senior Planner

Annual Risk Pool Self-Assessment

(9)

Prosecuting Attorney Dolly Hunt was present for a legal update. Also present was C. Johnson. Topics discussed were Superior Court judge position and caseloads.

(10)

Public Comment –Ted Kardos was present and provided comment.

(11)

Meeting continued to March 5.

March 5, 2019

The meeting resumed at 9:08 a.m. with M. Manus, S. Kiss, and C. Zieske present.

(12)

C. Jackson was present for a Public Works update. Also in attendance were Office Manager/Risk Manager Teresa Brooks, Fleet Manager Brian Eglund, Engineering Technician Mike Kirkwood, and B. Eugene.

a) M. Kirkwood explained the County Road Arterial Preservation Program (CAPP) and requested to advertise for the 2019 CAPP materials.

Motion was made by S. Kiss to approve the request to advertise for the 2019 County Road Arterial Preservation Program Materials (CAPP) oil and asphalt. Motion was seconded by M. Manus. Motion carried unanimously.

b) M. Kirkwood discussed the elevator modernization project and finalizing the contract, including payment terms, then left the update.

c) T. Brooks spoke about the insurance for the crusher rental agreement, including general liability and replacement costs.

Motion was made by S. Kiss to allow the Board Vice Chair to sign the rental agreement for the 2019 crusher equipment rental with Modern Machinery. Motion was seconded by M. Manus. Motion carried unanimously.

Mode Crushing Equipment Rental Agreement  
*AGREEMENT NO. 2019-11, COMMISSIONERS' RECORDING*

d) T. Brooks explained the county's Workers' Comp program and the possibility of changing providers. She'll research it further, then report back to the Board at a later time.

e) T. Brooks mentioned a request from the Fair Board to allow use by a private group.

f) B. Egland requested approval to purchase a 2019 International cab and chassis truck.

Motion was made by S. Kiss to approve the purchase from the state contract of one 2019 International cab and chassis truck from RWC International for the price of \$88,819.06, plus sales tax. Motion was seconded by M. Manus. Motion carried unanimously.

g) C. Jackson discussed the following: an upcoming meeting with USFS to discuss projects of mutual interest, cost estimate assistance for a Kalispel Tribe guardrail, Comp Plan transportation elements, mine safety training, in-floor heating system safety investigation, emergency response driver assistance, and transfer stations.

(13)

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

(14)

M. Kirkwood presented Public Works' recommendation that the award for sweeping go to AAA Sweeping, after quotes had been sought from MRSC roster firms. One quote was received, the pricing is the same as quoted last year, and has been determined to be in the county's best interest.

Motion was made by S. Kiss to award the project for the 2019 Road, Bridge & Parking Lot Sweeping to AAA Sweeping of Veradale, WA. Motion was seconded by M. Manus. Motion carried unanimously.

(15)

T. Sirevog presented a payroll change notice for the Chief Deputy Clerk/Civil promotion, updated job description for Transportation Technical Specialist, and requested to advertise and hire a Senior Planner.

Motion was made by S. Kiss to approve the payroll change notice for Jenni Seger from Deputy Clerk to Chief Deputy Clerk/Civil, Step 4, effective 4/1/2019. Motion was seconded by M. Manus. Motion carried unanimously.

Payroll Change Notice:

District Court-

Jenni Seger, Chief Deputy Clerk/Civil, Step 4, \$3,566.67/mo., Effective 4/1/2019

Motion was made by S. Kiss to approve the job description, with modifications, adding Certified Floodplain Management to the Transportation Technical Specialist position. Motion was seconded by M. Manus. Motion carried unanimously.

Motion was made by S. Kiss to approve the request to advertise and hire a Senior Planner and to approve the pay scale for the position. Motion was seconded by M. Manus. Motion carried unanimously.

(16)

Assessor Jim McCroskey briefed the Board on the Open Space Lands Public Benefit Rating system.

(17)

William Denton and Mindy Thorp, Census Partnership Specialists, gave a presentation on the 2020 Census. Also present were Auditor Marianne Nichols, Treasurer Nicole Dice, and ITS Director Robert Brooks.

(18)

Motion was made by S. Kiss to approve signing and sending the letter of appointment for Parks & Recreation Advisory Board to Mike Lithgow. Motion was seconded by M. Manus. Motion carried unanimously.

(19)

Correspondence Received:

3.1 M. Scherf-Letter re: Robarge Road considered for return to gravel surface

3.2 POC Fair Board-3.5.19 Agenda, 2.5.19 Minutes, and 2019 Board Member Roster

(20)

Correspondence Sent:

M. Lithgow-Letter of appointment to Parks & Recreation Advisory Board

(21)

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	\$ 70,080.80
Counseling Services	\$ 12,313.10
Road	\$ 64,932.06
Low Income Housing/2060	\$ 1,758.30
Homeless Program/2163	\$ 1,333.31
Solid Waste	\$ 2,435.42
Equipment R&R	\$ 77,393.15
Sheriff's Trust	<u>\$ 467.00</u>
TOTAL	\$ 230,713.14

Checks 179313 through 179380 totaling \$230,713.14, dated March 4, 2019.

(22)

Meeting adjourned.

APPROVED: \_\_\_\_\_  
Chair of the Board

ATTEST: \_\_\_\_\_  
Clerk of the Board