

August 26-27, 2019

There were no meetings this week, due to repair work being conducted on the elevator and no disabled access to the Commissioners' meeting room.

September 3, 2019

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 Karen Skoog, Vice Chair Mike Manus, Commissioner Stephen Kiss, and Clerk of the Board Crystal Zieske. M. Manus offered the invocation and K. Skoog led the flag salute.

(1)

K. Skoog reported on the Metaline Falls community forum, which addressed topics of burglary/theft, drug issues, and neighborhood watches.

(2)

Human Resources Manager Terra Sirevog was present for an update.

(3)

The Board recognized retiring Treasury Manager Lisa Vallieres for over 20 years of service to the County and presented her a Certificate of Recognition.

(4)

Public Works Director Craig Jackson was present for an update. Also in attendance were County Engineer Don Ramsey and Senior Design & Construction Engineer George Luft. C. Jackson and G. Luft requested the hiring of a construction manager for the department. G. Luft left the update.

a) D. Ramsey presented a resolution request. Motion was made by S. Kiss to adopt the resolution approving the assignment of CRP Number 843 to the Smackout Pass Bridge reconstruction project and the appropriation for preliminary engineering (only) phase of the project. Motion was seconded by M. Manus. Motion carried unanimously.

County Road Project Number 843 Smackout Pass Bridge Replacement
RESOLUTION NO. 2019-20, COMMISSIONERS' RECORDING

b) Motion was made by M. Manus to set the public hearing for the road vacation of portions of Hatchery Road, Ashenfelter Bay Road and Fertile Valley Road for September 24, 2019 at 2:30pm. Motion was seconded by S. Kiss. Motion carried unanimously.

c) Motion was made by S. Kiss to set the public hearing for surplus property for September 24, 2019 at 10:00a.m. Motion was seconded by M. Manus. Motion carried unanimously.

d) Engineering Technician/Public Works Contracting & Procurement Agent Mike Kirkwood joined the meeting in progress. The group discussed equipment rental rates. M. Kirkwood gave a

presentation on the completed 2019 Courthouse Elevator Renovation Project, then left the update.

e) C. Jackson gave updates on the change order policy, access to mailbox at Indian Creek, and Solid Waste topics, including plan update regarding unsecured loads, flow control, and landfill closure letter.

(5)

The Board met in executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 30 minutes, from 11:31 a.m. to 12:01 p.m. Present was T. Sirevog. The Board requested an additional 5 minutes, from 12:01 p.m. to 12:06 p.m.

(6)

The Board recessed for lunch at 12:15 p.m.

(7)

K. Skoog gave a report from the Sx^wuytn-Trail Project recreation sub-committee meeting.

(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 August 19, 2019 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 8/23/19): \$150,686.24

Payroll Change Notice:

Community Development-

Andy Huddleston, Senior Planner, Step 5, \$5,099.54/mo., Effective 9/3/2019

Counseling Services-

Angela Walborn, Step 4, \$4,578.12/mo., Effective 9/1/2019

ITS-

Shane Flowers, ITS Director, \$75,000.00/yr., Effective 9/3/2019

Garrett Carlson, Support Specialist Tech II, Step 2, \$4,045.97/mo., Effective 9/16/19

Public Works-Roads-

Toby Fristad, Resignation, Effective 9/4/2019

Koa Pancho, Resignation, Effective 8/30/2019

Sheriff-Corrections-

Edward Canavero, Resignation, Effective 9/2/2019

Eric Krsak, Corrections Officer, Step 1, \$3,143.14/mo., Effective 9/1/2019

Daniel Emert, Sergeant, Step 1, \$4,563.10/mo., Effective 9/1/2019

Sheriff-Deputy-

Mitchell Parnell, Longevity, \$60.00/mo., Effective 9/1/2019

Weed Control-

Lisa Alkire, Step 2, \$19.60/hr., Effective 9/1/2019

Job Description/Title Change-Co-Occurring Counselor Trainee to replace Chemical Dependency Professional

Job Description/Pay Scale Change-Co-Occurring Counselor Lic-CDP-BA

Position Change-Promotion of Amy Morningstar to Deputy Accountant II/Tax Specialist

Position Change-Promotion of Theresa Schoener to Treasury Manager

Consulting Services Agreement-Milliman

AGREEMENT NO. 2019-59, COMMISSIONERS' RECORDING

(9)

Motion was made by M. Manus to approve the 2019 Sheriff's Evidence Building Electrical Contract with Preferred Electric Company of Republic, WA in the amount of \$8,038.85. Motion was seconded by S. Kiss. Motion carried unanimously.

2019 Sheriff's Evidence Building Electrical Contract-Preferred Electric Company

AGREEMENT NO. 2019-60, COMMISSIONERS' RECORDING

(10)

Auditor Marianne Nichols and Financial Manager Jill Shacklett were in attendance for the 2020 Budget presentation. Also present was Office Manager/Risk Manager Teresa Brooks.

(11)

Motion was made by M. Manus to sign the ITS Director contract with Shane Flowers. Motion was seconded by S. Kiss. Motion carried unanimously.

Employment Agreement for Information Technology Services

AGREEMENT NO. 2019-61, COMMISSIONERS' RECORDING

(12)

Motion was made by S. Kiss to approve sending a letter to the family and friends of Jim Brewster for his many years of service on the Civil Service Commission. Motion was seconded by M. Manus. Motion carried unanimously.

(13)

Motion was made by M. Manus to approve sending the letter to Heather Green for reappointment to the Civil Service Commission. Motion was seconded by S. Kiss. Motion carried unanimously.

(14)

Motion was made by M. Manus to approve signing the Auditor's letter to the Office of the Washington State Auditor regarding the financial statement and federal grant compliance audits. Motion was seconded by S. Kiss. Motion carried unanimously.

(15)

Motion was made by M. Manus to approve the Advanced Travel Expense for Kevin Olsen for \$210.00. Motion was seconded by S. Kiss. Motion carried unanimously.

Application for Advanced Travel Expense:
Kevin Olsen, Sheriff's Office, Marine Patrol Conference, Vancouver, WA, September 16-19,
\$210.00-meals

(16)

Motion was made by S. Kiss to approve the Advanced Travel Expense for Travis Stigall in the amount of \$210.00. Motion was seconded by M. Manus. Motion carried unanimously.

Application for Advanced Travel Expense:
Travis Stigall, Sheriff's Office, Marine Patrol Conference, Vancouver, WA, September 16-19, \$210.00-meals

(17)

The Board met in executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 20 minutes, from 4:10 p.m. to 4:30 p.m.

(18)

Correspondence Received:

- 9.1 Attorney Brett Billingsley-2019 2nd Quarter Caseload Report
- 9.2 Martin Hall Board-8.22.19 Agenda & 7.25.19 Minutes
- 9.3 Lakeland Restoration Services, LLC-Letter re: herbicide treatment on Diamond Lake
- 9.4 International Selkirk Loop-Letter re: Advertising in 2020 Travel Guide, Map, Website, and Newsletter
- 9.5 POC Fair Board-9.3.19 Agenda & 8.6.19 Minutes
- 9.6 County Clerk T. Ownbey-2019 Annual Report POC Law Library
- 9.7 USDA/FS-Letter re: Culvert Replacement Closes Road on the Colville National Forest
- 9.8 L. Vallieres-cc: Letter of formal notice of retirement
- 9.9 DNR/J. Walston-Letter re: Approval of Forestry Cost-Share Application
- 9.10 M & D Development, Inc./M. Boeck-cc: Sapp Letter re: Feasibility of Exchanging Forest Land
- 9.11 Special Mobility Service, Inc.-Letter of thanks for support of grant applications to WSDOT
- 9.12 DNR/C. Turley-Letter re: Registration of Log Brands
- 9.13 H. Green-Letter of interest in reappointment to Civil Service Board

(19)

Correspondence Sent:

Treasury Manager L. Vallieres- Certificate of Recognition for over 20 years of service to the County
S. Brewster-Letter of appreciation for J. Brewster's 30 years of service on Civil Service Board
H. Green-Letter of reappointment to Civil Service Board
Office of the Washington State Auditor-Letter re: the financial statement and federal grant compliance audits

(20)

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	\$ 537,049.20
Arts & Tourism	\$ 2,823.41
Counseling Services	\$ 77,052.78
Crime Victims Compensation	\$ 251.28
Fair	\$ 13,428.50
Park	\$ 980.53
Road	\$ 1,103,592.66
Emergency 911 Communications	\$ 9,232.24
Low Income Housing/2060	\$ 3,125.84
Homeless Program/2163	\$ 5,676.66
Public Facilities	\$ 2,849.15
Solid Waste	\$ 27,624.14
Risk Management	\$ 1,360.00
Equipment R&R	\$ 94,128.28
IT Services	\$ 9,527.34
Sheriff's Trust	<u>\$ 516.75</u>
TOTAL	\$ 1,889,218.76

Check 183256 totaling \$22.73, dated August 21, 2019.

Checks 183247 through 183255 totaling \$9,291.30 and Electronic Funds Transfers 24475 through 24670 totaling \$265,207.93, and Checks 183257 through 183282 totaling \$39,847.47, and Electronic Funds Transfers 24671 through 24678 totaling \$223,372.16, dated August 23, 2019. Includes Jr. Taxing Districts.

Checks 183283 through 183360 totaling \$1,174,111.49 and Electronic Funds Transfer 24679 totaling \$416.00, dated August 26, 2019.

Checks 183430 through 183508 totaling \$210,844.94 and Electronic Funds Transfer 24681 totaling \$255.67, dated September 3, 2019. Includes Jr. Taxing Districts.

(21)

Meeting adjourned at 4:30 p.m.

APPROVED: _____
Chair of the Board

ATTEST: _____
Clerk of the Board