

September 9, 2019

The meeting of the Pend Oreille County Board of Commissioners was called to order at 9:08 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 was excused for the week to attend Office of Intergovernmental Affairs and advocacy activities in Washington, D.C. C. Zieske offered the invocation and led the flag salute.

(1)

The Board discussed the Superior Court budget and scheduled a special meeting on Thursday, October 10, to review that budget when Judge Reeves and Judge Monasmith are available.

(2)

Human Resources Manager Terra Sirevog was present for an update.

(3)

Auditor Marianne Nichols and Financial Manager Jill Shacklett were present for a Homeless Funds update.

(4)

The Board talked about TEDD staffing, lake levels, Empire Health Foundation (EHF), fire season, McKinney-Vento funding, and Bead Lake boat launch.

(5)

Motion was made by S. Kiss to rescind the ITS Director employment agreement with Shane Flowers, due to a Scrivener's error, and void agreement A-2019-61. Motion was seconded by M. Manus. Motion carried unanimously.

(6)

The Board recessed for lunch at 12:04 p.m.

(7)

The Board met in executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 60 minutes, from 1:34 p.m. to 2:30 p.m. The Board requested an additional 30 minutes, from 2:30 p.m. to 3:00 p.m.

(8)

Prosecuting Attorney Dolly Hunt was present for a legal update. Also present was resident Bob Eugene. Topics were the homelessness plan, county fair, risk management, and concessionaire agreements. Resident Gretchen Koenig joined the update in progress.

(9)

Kalispel Tribe Director of Wildlife and Terrestrial Resources Ray Entz was present for a Sx^wuytn-Trail Project update. Also present were B. Eugene and G. Koenig. The recreation aspect was discussed, as well as the upcoming September 25 field trip. Colville National Forest District Ranger Gayne Sears joined the meeting in progress. The possibility of a Bead Lake fire district was reviewed, and R. Entz mentioned that the field season, botany, and aquatic surveys are wrapping up for the season. R. Entz and G. Koenig left the update. G. Sears presented day use parking options at Sullivan Lake.

(10)

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 September 3, 2019 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 9/6/19): \$166,220.54
Investment Earnings (through August 31): \$150,686.24

Payroll Change Notice:

911 Dispatch-

Steve West, 911 Coordinator, \$6,195.10/mo., Effective 9/16/2019

Assessor-

Sonya Gamalielson, Longevity, \$120.00/mo., Effective 10/1/2019

Counseling Services-

Angela Pavey, Step 5, \$4,867.78/mo., Effective 10/1/2019

Michele DeNune-DeMent, Step 2, \$2,651.42/mo., Effective 10/1/2019

Breanna Carbury, Step 2, \$4,184.11/mo., Effective 10/1/2019

ITS-

Zach Deiss, Tech III, \$4,927.68/mo., Effective 9/16/2019

Public Works-Roads

Tim Edwards, Retirement, Effective 9/5/2019

Toby Fristad, Resignation, Effective 8/31/2019 (*updated effective date*)

Kevin Wiklund, Longevity, \$120.00/mo., Effective 10/1/2019

Interagency Agreement Between the Pend Oreille County Conservation District and Pend Oreille County

AGREEMENT NO. 2019-62, COMMISSIONERS' RECORDING

Agreement to Provide Milfoil Extraction by Dash Service on Davis Lake

AGREEMENT NO. 2019-63, COMMISSIONERS' RECORDING

Employment Agreement for Information Technology Services Director-Shane Flowers

AGREEMENT NO. 2019-64, COMMISSIONERS' RECORDING

Resolution Authorizing Investment of Monies in the Local Government Investment Pool

RESOLUTION NO. 2019-21, COMMISSIONERS' RECORDING

(11)

Public Comment –No members of the public were present for comment.

(12)

Meeting continued to September 10.

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The meeting resumed at 9:01 a.m. with M. Manus, S. Kiss, and C. Zieske present. Also present was B. Eugene.

(13)

Public Works Director Craig Jackson was present for an update. Also present were County Engineer Don Ramsey, Engineering Technician/Public Works Contracting & Procurement Agent Mike Kirkwood, Facilities Maintenance Supervisor Ben Eggleston, and B. Eugene. The Board expressed appreciation to M. Kirkwood, B. Eggleston, and C. Jackson for the successful Courthouse Elevator Modernization Project. M. Kirkwood left the meeting. B. Eggleston reported on outdated energy management system software that needs upgraded, then left the update.

Motion was made by S. Kiss to approve the updated job description for the Transportation Technical Specialist. Motion was seconded by M. Manus. Discussion included an amendment by S. Kiss to the motion, that along with approving the updated job description, to advertise and hire that position. Motion carried unanimously.

C. Jackson mentioned that the change order policy has been fully reviewed and updated. D. Ramsey gave a report on bridge inspections. Updates continued on preliminary alignment for LeClerc at Mill Creek, Sullivan Lake parking area, grading and striping operations, and possibility of paving Deeter approach onto Highway 20. Newport City Administrator Russ Pelleberg joined the meeting in progress. D. Ramsey reported on Western Star Trucks closing their order books for Chevy Tahoes, which would advance the ordering timeline for Sheriff's vehicles. The Board was in support of purchasing the vehicles early to meet the deadline. R. Pelleberg questioned an invoice for use of the county electronic sign, and the Board agreed to split the cost of the rental.

(14)

The meeting recessed at 10:07 a.m., with M. Manus being excused to attend a meeting on the county audit.

(15)

The meeting resumed at 10:30 a.m. with the State Audit Exit Conference. Present were representatives from the Office of the Washington State Auditor's Office--Audit Lead Walter Green and Assistant Audit Manager Weston Fink, CPA. Also present were M. Nichols, J. Shacklett, Treasurer Nicole Dice, Accountant II/Tax Specialist Theresa Schoener, Office Manager/Risk Manager Teresa Brooks, Fleet Accountant Teresa Deal, and residents Cheryl Miller, Robert Rumsey (intermittently), and B. Eugene. The group reviewed the results of the Accountability Audit and the Financial Statement/Federal Grant Compliance Audit. W. Green reported it is Pend Oreille County's eleventh Accountability Audit with no findings. There was a finding in the Financial Statement/Federal Grant Compliance Audit, noting "The County did not have adequate internal controls in place to ensure compliance with federal procurement and suspension and debarment requirements."

(16)

Motion was made by S. Kiss to approve the additional Payroll Change Notice, referencing the resignation of Tanner Shanholtzer. Motion was seconded by M. Manus. Motion carried unanimously.

Payroll Change Notice:

Public Works-Roads-

Tanner Shanholtzer, Resignation, Effective 9/7/2019

(17)

Motion was made by S. Kiss to note that the Board recognized the retirement of Mrs. Vallieres and Mr. Edwards with retirement cards (and recognition certificate to T. Edwards); thank you notes recognizing the good work on the elevator project to Mike Kirkwood, Ben Eggleston, and Craig Jackson; and a get well card to Walla Walla County Commissioner Jim Johnson. Motion was seconded by M. Manus. Motion carried unanimously.

(18)

Correspondence Received:

- 9.14 NETCHD-Notice of 9.18.19 Meeting
- 9.15 WSLCB-E & B Growers, 71 Ambush Grove Loop Ste B, Usk, Discontinuation of marijuana license
- 9.16 PO Conservation District-9.12.19 Agenda

(19)

Correspondence Sent:

- L. Vallieres-Retirement Card
- T. Edwards-Retirement Card & Certificate of Recognition
- M. Kirkwood-Thank You Note re: Courthouse Elevator Modernization Project
- B. Eggleston-Thank You Note re: Courthouse Elevator Modernization Project
- C. Jackson-Thank You Note re: Courthouse Elevator Modernization Project
- J. Johnson (Walla Walla County Commissioner)-Get Well Card

(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	\$ 339,490.34
Counseling Services	\$ 101,291.71
Crime Victims Compensation	\$ 296.44
Fair	\$ 4,843.33
Law Library	\$ 298.05
Park	\$ 6,991.29
Road	\$ 90,082.89
Treasurer's O&M	\$ 1,266.70
Auditor's O&M	\$ 2,789.01
Emergency 911 Communications	\$ 10,252.65
Public Facilities	\$ 3,210.40
Solid Waste	\$ 23,764.80
Equipment R&R	\$ 14,650.64
IT Services	\$ 10,445.83
Sheriff's Trust	<u>\$ 1,245.50</u>
TOTAL	<u>\$ 610,919.58</u>

Checks 183593 through 183648 totaling \$73,903.30, dated September 9, 2019.

Checks 183544 through 183589 totaling \$43,963.32 and Electronic Funds Transfers 24921 through 24929 totaling \$263,080.10, and Checks 183511 through 183538 totaling \$11,718.93 and Electronic Funds Transfers 24682 through 24721 totaling \$36,581.28, and Checks 183539 through 183543 totaling \$6,373.87 and Electronic Funds Transfers 24722 through 24920 totaling \$279,437.86, dated September 10, 2019. Includes Jr. Taxing Districts.

(21)

Meeting adjourned at 12:27p.m., to allow the Board to attend county-wide Anti-Harassment Training from 1:30 p.m.-4:00 p.m.

APPROVED: _____
Chair of the Board

ATTEST: _____
Clerk of the Board