

November 11, 2019

There was no meeting, due to Veterans Day.

November 12, 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, Commissioner Stephen Kiss, and Clerk of the Board Crystal Zieske. Vice Chair Mike Manus joined the meeting at 9:12 a.m. S. Kiss offered the invocation and led the flag salute.

(1)

Human Resources Manager Terra Sirevog and C. Zieske presented a proposed job description revision and pay scale change.

(2)

Public Works Director Craig Jackson was present for an update. Also present were Office Manager/Risk Manager Teresa Brooks and resident Bob Eugene. T. Brooks gave an update on repair work on county vehicles, the group discussed an alternate provider, then T. Brooks left the update.

C. Jackson reported on the Jeffries approach, Boundary Road plowing, crushed rock and lighting/plugs at Sheriff's Office pole barn, Ione Landfill fence, and loader and dozer. He discussed Albeni Falls Building Supply donating wood for picnic tables for Ashenfelter Bay and Newport High School shop to build them. Other topics included Rails to Trails, proposed pathway, POC Fair grant award and equipment storage, and personnel. T. Sirevog joined the update in progress.

(3)

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

(4)

Counseling Services Director Annabelle Payne was present with a proposal for a service animal. Also in attendance was Counseling Services Business Manager Kris Martin.

(5)

2020 Budget Workshop. Present were Auditor Marianne Nichols and Financial Manager Jill Shacklett.

(6)

Consent Agenda - Motion was made by M. Manus 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 November 4, 2019 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 11/8/19):	\$195,853.28
Investment Earnings (through October 31):	\$181,284.29

Payroll Change Notice:
Counseling-

Doak Walker, CDP Trainee, Step 5, \$3,608.70/mo., Effective 11/6/2019

Memorandum of Agreement (MOA) The SISGI Group and Pend Oreille County Counseling Services
AGREEMENT NO. 2019-76, COMMISSIONERS' RECORDING

In the Matter of Establishing Holidays in 2020 and Hours for the Transaction of Business
RESOLUTION NO. 2019-31, COMMISSIONERS' RECORDING

Approval of Public Hearing: 2020 Final Budget & Levy Certification, December 2, 2019,
1:30 p.m.

Approval of Public Hearing: 2019 Budget Supplemental Appropriations, December 17, 2019,
1:30 p.m.

(7)

Motion was made by S. Kiss to approve sending the letter to Chuck Heckenlively regarding his request to subdivide parcel on Bear Paw Drive. Motion was seconded by M. Manus. Motion carried unanimously.

(8)

Motion was made by S. Kiss to approve signing the certification letter regarding receipt and understanding of Counseling Services' Employee Professionalism and Ethics Policy and Procedures POCCS-107. Motion was seconded by M. Manus. Motion carried unanimously.

(9)

Motion was made by M. Manus to approve to internally post and test to fill two Communications Supervisor Positions. Motion was seconded by S. Kiss. Motion carried unanimously.

(10)

Motion was made by M. Manus to approve the advertising and hire of a grant funded GIS Tech for approximately two years. Motion was seconded by S. Kiss. Motion carried unanimously.

(11)

Motion was made by S. Kiss to approve combining the Commissioner Programs/HR Assistant and Civil Service Chief Examiner/Clerk job descriptions, with suggested additions, increasing the position from 3/5th to 4/5th time, and updating the pay scale. Motion was seconded by M. Manus. Motion carried unanimously.

(12)

Motion was made by M. Manus to approve the payroll change notice for Christine Rahoun. Motion was seconded by S. Kiss. Motion carried unanimously.

Payroll Change Notice:

Commissioner Programs/HR-

Christine Rahoun, Commissioner Programs/HR Assistant/Civil Service Chief Examiner/Clerk, 4/5th, Step 2, \$21.36/hr., Effective 11/16/2019

(13)

Motion was made by M. Manus to approve the resignation of Warren Koontz from the Weed Control Advisory Board and to send a letter of appreciation. Motion was seconded by S. Kiss. Motion carried unanimously.

(14)

Motion was made by S. Kiss to approve signing the letter, thanking Margie Fedderly for her 20 years of service on the Board of Equalization. Motion was seconded by M. Manus. Motion carried unanimously.

(15)

District Manager of Pend Oreille Conservation District David Marcell was present. He presented a PowerPoint update on Voluntary Stewardship Program and described program goals.

(16)

The Board met in executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 35 minutes, from 3:50 p.m. to 4:25 p.m.

(17)

Correspondence Received:

- 11.7 W. Koontz-Letter of resignation from Weed Board
- 11.8 NETCHD-11.13.19 Agenda & 9.18.19 Minutes
- 11.9 Attorney Brett Billingsley-2019 3rd Quarter Caseload Report
- 11.10 WSLCB-The Plant Factory, 41 Rumsey Rd, Newport, Non-Retail Privileges, Marijuana Processor
- 11.11 WSLCB-Top Frog Brewery, 221 Vista Dr, Newport, Microbrewery
- 11.12 PO Conservation District-11.14.19 Agenda

(18)

Correspondence Sent:

- C. Heckenlively-Letter re: request to subdivide parcel on Bear Paw Drive
- W. Koontz-Letter of Appreciation
- M. Fedderly-Letter of Appreciation

(19)

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	\$ 359,730.91
Arts & Tourism	\$ 4,000.00
Counseling Services	\$ 99,707.93
Crime Victims Compensation	\$ 296.10
Fair	\$ 3,716.87
Law Library	\$ 298.05
Park	\$ 1,099.70
Road	\$ 303,613.94
Emergency 911 Communications	\$ 13,576.91
Public Facilities	\$ 3,211.59

Solid Waste	\$ 18,909.24
Risk Management	\$ 23,924.62
Equipment R&R	\$ 66,064.60
IT Services	\$ 22,537.92
Sheriff's Trust	\$ <u>794.00</u>
TOTAL	\$ 921,482.38

Checks 184925 through 184974 totaling \$44,509.97 and Electronic Funds Transfers 25865 through 25873 totaling \$271,280.85, and Checks 184919 through 184924 totaling \$4,876.96, and Electronic Funds Transfers 25665 through 25864 totaling \$290,669.62, and Checks 184892 through 184918 totaling \$10,479.40 and Electronic Funds Transfers 25626 through 25664 totaling \$34,109.24 dated November 8, 2019. Includes Jr. Taxing Districts.

Checks 184975 through 185086 totaling \$366,515.48 and Electronic Funds Transfers 25874 totaling \$37.57, dated November 12, 2019.

(20)
Meeting adjourned at 4:34 p.m.

APPROVED: _____
Chair of the Board

ATTEST: _____
Clerk of the Board