

March 16, 2020

The meeting of the Pend Oreille County Board of Commissioners was called to order at 8:03 a.m. in their meeting room. Present were Chair Mike Manus, Commissioner Karen Skoog, and Clerk of the Board Crystal Zieske. Vice Chair Stephen Kiss is excused for the week. Auditor Marianne Nichols offered the invocation and M. Manus led the flag salute.

(1)

M. Manus convened the meeting of the Elected Officials and Department Heads at 8:05 a.m. Present were K. Skoog, Facilities Maintenance Supervisor Ben Eggleston, Lead Appraiser Nathan Longly, Public Works Director Craig Jackson, County Extension Director/4-H Youth Development Agent Mike Jensen, Community Development Director Greg Snow, 911 Coordinator Steve West, Emergency Management Deputy Director JoAnn Boggs, Undersheriff Geoff Rusho, Sheriff Glenn Blakeslee, Treasurer Nicole Dice, County Clerk Tammie Ownbey, Financial Manager Jill Shacklett, Prosecuting Attorney Dolly Hunt, Commissioner Programs/HR Assistant Christine Rahoun, ITS Director Shane Flowers, Human Resources Manager Terra Sirevog, Weed Control Coordinator Sharon Sorby, M. Nichols, C. Zieske, and District 3 Commissioner candidate Christina Baumgardner; and joining via phone conference were Northeast Tri County Health District (NETCHD) Administrator Matt Schanz, District Court Judge Robin McCroskey, District Court Administrator Rachel Johnson, and Counseling Services Director Annabelle Payne.

A discussion on COVID-19 was held, beginning with a report from M. Schanz on the pandemic, local health impact, and recommended precautions. A roundtable discussion continued.

(2)

A discussion was held regarding COVID-19 and employment issues. In attendance were T. Sirevog and D. Hunt.

(3)

The Board worked on revising the “County Commissioners Response to Pandemic Event: COVID19 (Coronavirus).” Also present were C. Rahoun, T. Sirevog, J. Shacklett, M. Nichols, and N. Dice.

(4)

Consent Agenda - Motion was made by K. Skoog to approve the amended 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 March 9, 2020 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 3/13/20): \$24,202.87

Payroll Change Notice:  
ITS/GIS-

Daniel Quinn, GIS Tech, Step 1, \$3,073.33/mo., Effective 3/23/2020

Approval of 2019 YE Inventory

Clear Ballot Master Agreement  
*AGREEMENT NO. 2020-19, COMMISSIONERS’ RECORDING*

Assign contract number to Contract for Professional Services-Valbridge Property Advisors-  
Inland Pacific Northwest  
*CONTRACT NO. 2020-16, COMMISSIONERS' RECORDING*

(5)

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

(6)

The Board participated in a webinar, "Managing the Impact of COVID-19 on Your Agency." Also in attendance were WSU Extension Administrative Assistant Beverly Sarles, G. Rusho, C. Jackson, S. West, J. Boggs, D. Hunt, N. Dice, T. Sirevog, S. Flowers, and J. Shacklett.

(7)

Prosecuting Attorney Dolly Hunt was present for a legal update. Discussed was COVID-19 and the county's response.

(8)

Economic Development Director Jamie Wyrobek joined the meeting via phone conference. Motion was made by K. Skoog to approve the resolution, In the Matter of a Local Declaration of Emergency Due to Significant Health Emergency Caused by COVID-19 Virus. Motion was seconded by M. Manus. Motion carried unanimously.

In the Matter of a Local Declaration of Emergency Due to Significant Health Emergency  
Caused by COVID-19 Virus  
*RESOLUTION NO. 2020-12, COMMISSIONERS' RECORDING*

(9)

S. Kiss joined the meeting via teleconference. Motion was made by K. Skoog to approve the press release dated March 16, 2020 from Pend Oreille County Commissioners re: COVID-19 Pandemic. Motion was seconded by M. Manus. Motion carried unanimously.

(10)

Motion was made by K. Skoog to approve the updated County Commissioners Response to Pandemic Event: COVID-19 (Coronavirus), approving numbers 1-9. Motion was seconded by M. Manus. Motion carried unanimously.

(11)

Meeting continued to March 17.

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The meeting resumed at 9:15 a.m. with M. Manus, K. Skoog, and C. Zieske present.

(12)

The Board discussed continuity of government during the COVID-19 pandemic.

(13)

Public Defender Dana Kelley was present to discuss first appearances.

(14)

Public Works Director Craig Jackson was present for an update. Also in attendance was Office Manager/Risk Manager Teresa Brooks. T. Brooks requested approval to schedule Verbal SWAT training, which will be included at the Columbus Day All-Staff training. The Board gave full support.

Motion was made by K. Skoog to authorize the Public Works Director to advertise for bid the resurfacing of Flowery Trail Road. Motion was seconded by M. Manus. Motion carried unanimously.

C. Jackson gave updates on grading, and West Branch LeClerc Creek Road. Engineering Technician/Contracting & Procurement Agent Mike Kirkwood joined the meeting to discuss each of the scheduled road department and Public Works projects and to get the Board's direction on whether or not to continue on each. Several projects were tabled until a determination can be made on the COVID-19 impact on the county's revenues.

C. Jackson presented a report on the county's sand usage November through February, with considerable savings from the five-year average. He also discussed alternatives to the expensive cost of cleaning the fueling station at District 2.

(15)

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

(16)

T. Sirevog was present to introduce new Counseling Services Crisis Services Manager, Kandy Alley.

(17)

The Board participated in a Zoom meeting regarding COVID-19 and Homelessness. Participating were NETCHD PHN, CSHCN Coordinator/Community Health Supervisor Jan Steinbach, and Family Crisis Network's Director Jackie Kiehn, Assistant Director Cody Francis, and Program Manager Sarah Kramer.

(18)

T. Sirevog was present to discuss union concerns regarding COVID-19. In attendance via phone conference were The Wesley Group's Lance King and Local #1135-P Washington State Council of County and City Employees Union Representative Dean Vercruysse.

(19)

T. Sirevog presented a draft telecommuting policy.

(20)

The Board was in agreement to limit their meetings to one day per week during the COVID-19 pandemic, and to limit the number of Commissioners in physical attendance, to follow social distancing recommendations. Motion was made by K. Skoog to approve Vice Chair or Chair's designee to sign vouchers or other documents if they're the only member in attendance, in absence of Chair, during this pandemic emergency. Motion was seconded by M. Manus. Motion carried unanimously.

(21)

Motion was made by M. Manus to designate K. Skoog to sign vouchers or other documents next

week, during the pandemic emergency. Motion was seconded by K. Skoog. Motion carried unanimously.

(22)

Motion was made by K. Skoog to approve the Chair signing the Memorandum of Understanding for emergency quarantine/isolation housing between Pend Oreille County and Family Crisis Network once it's approved by Prosecutor Hunt. Motion was seconded by M. Manus. Motion carried unanimously.

Memorandum of Understanding Between Pend Oreille County and Family Crisis Network  
Concerning Housing for Persons Who Are in Need of Quarantine/Isolation During the  
COVID-19 Crisis in Pend Oreille County  
*AGREEMENT NO. 2020-20, COMMISSIONERS' RECORDING*

(23)

Motion was made by K. Skoog for the Chair to sign the agreement with Department of Commerce, due to the emergency COVID-19 pandemic. Motion was seconded by M. Manus. Motion carried unanimously.

(24)

Motion was made by K. Skoog that during the COVID-19 emergency crisis, documents related to the current declared emergency may be signed by the Chair. Motion was seconded by M. Manus. Motion carried unanimously.

(25)

Correspondence Received:

- 3.6 WSLCB-Iron Lung Enterprises, 249 Juanita Lane, Elk, Non-Retail Privileges Marijuana Processor
- 3.7 Stimson Lumber Company-Letter re: Herbicide Treatment
- 3.8 NETCHD-Notice of 3.18.20 Meeting & 1.15.20 Minutes

(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	\$ 59,325.32
Counseling Services	\$ 6,808.30
Park	\$ 782.11
Road	\$ 6,467.24
Veteran's Assistance	\$ 1,617.88
Growth Management	\$ 3,409.04
Public Facilities	\$ 10,000.00
Solid Waste	\$ 41,059.29
Risk Management	\$ 94.81
Equipment R&R	\$ 119,840.41
IT Services	<u>\$ 12,614.54</u>
TOTAL	\$ 262,018.94

Checks 187740 through 187824 totaling \$257,744.45 and Electronic Funds Transfers 27750 through 27753 totaling \$4,274.49, dated March 16, 2020.

(27)

Meeting adjourned at 4:40 p.m.

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

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