

March 23, 2020

The meeting of the Pend Oreille County Board of Commissioners was called to order at 8:01 a.m. in their meeting room. Present were Vice Chair Stephen Kiss, Commissioner Karen Skoog, and Clerk of the Board Crystal Zieske. Chair Mike Manus is excused for the day. K. Skoog offered the invocation and led the flag salute.

(1)

Human Resources Manager Terra Sirevog was present for an HR update. Topics of discussion were FMLA, County Commissioners Response to Pandemic Event checklist, and employee pay in the event of a county closure.

(2)

County Extension Director/4-H Youth Development Agent Mike Jensen was present via Zoom conference, inquiring about the status of the Volunteer Coordinator position and extension programs.

(3)

Northeast Tri County Health District (NETCHD) Administrator Matt Schanz was present via Zoom conference for a COVID-19 update. Also in attendance via Zoom conference were NETCHD Health Officer Dr. Sam Artzis, Treasurer Nicole Dice, Executive Administrative Assistant Dawn Taylor, Prosecuting Attorney Dolly Hunt, Certified Prevention Specialist Carrie McKinley, Auditor Marianne Nichols, Financial Manager Jill Shacklett, Counseling Services Director Annabelle Payne, District Court Judge Robin McCroskey, District Court Administrator Rachel Johnson, County Extension Director/4-H Youth Development Agent Mike Jensen, Counseling Services Business Manager Kris Martin, ITS Director Shane Flowers, and Emergency Management Deputy Director JoAnn Boggs. Assessor Jim McCroskey was present in person.

(4)

Counseling Services Director Annabelle Payne was present via Zoom conference. She expressed concerns with meeting counseling needs, and then discussed possible cross-county use of DCR's, and telecommuting. Also in attendance via Zoom conference were J. Boggs, R. McCroskey, R. Johnson, K. Martin, M. Nichols, and The Beacon Owner/Managing Editor Desireé Hood.

(5)

Prosecuting Attorney Dolly Hunt was present for a legal update and to review the draft restricting access resolution, revisions to pandemic checklist, and employee status in a possible "stay-at-home" order. In attendance were Commissioner Programs/HR Assistant Christine Rahoun and T. Sirevog. D. Hunt stated that any decision regarding employee pay should also take into account any proclamation issued by the Governor and the definition of "essential services."

(6)

The Board considered and revised the draft resolution, Restricting Public Access to County Facilities Due to COVID-19 Pandemic, with input from Elected Officials and Department Heads. Participating via Zoom were N. Dice, K. Martin, T. Ownbey, A. Payne, M. Jensen, M. Nichols, J. Shacklett, D. Taylor, R. McCroskey, and D. Hood. In attendance were Facilities Maintenance Supervisor Ben Eggleston, D. Hunt, T. Sirevog, C. Jackson, and C. Rahoun.

Motion was made by K. Skoog to approve R-2020-13, Restricting Public Access to County Facilities Due to COVID-19 Pandemic. Motion was seconded by S. Kiss. Discussion included time of effect, which was confirmed as 11:00 a.m. today. Motion carried unanimously.

*Restricting Public Access to County Facilities Due to COVID-19 Pandemic
RESOLUTION NO. 2020-13, COMMISSIONERS' RECORDING*

(7)

T. Sirevog discussed the county's pandemic checklist and suggested revisions to it. Also present via phone was M. Manus. Present were D. Hunt and C. Jackson, and via Zoom J. Shacklett, J. Boggs, G. Blakeslee, R. McCroskey, R. Johnson, N. Dice, K. Martin, A. Payne, D. Taylor, and M. Nichols.

(8)

The Board recessed for lunch at 12:03 p.m.

(9)

T. Sirevog presented an updated pandemic response checklist to the Board. In attendance were J. McCroskey, C. Jackson, N. Dice, and C. Rahoun; and via Zoom conference M. Nichols, S. West, J. Boggs, J. Shacklett, T. Ownbey, D. Hunt, A. Payne, and R. McCroskey.

Motion was made by K. Skoog to approve the changes to County Commissioners Response to Pandemic Event: COVID-19 (Coronavirus) checklist. Motion was seconded by S. Kiss. Motion carried unanimously.

(10)

The Board participated in a Zoom conference with M. Schanz, J. Boggs, S. West, G. Blakeslee, and D. Taylor at 1:33p.m. Also present were J. McCroskey, C. Jackson, and T. Sirevog. M. Schanz discussed the creation of a call-in center, and also social distancing, travel, and tonight's Governor Inslee press conference and the possibility of a stay-in-place order. A "script" will be formatted to answer questions from the public, for use at the call center.

(11)

T. Sirevog was present to revise the pandemic response checklist with the Board. In attendance were J. McCroskey and C. Jackson.

Motion was made by K. Skoog to approve the changes to County Commissioners Response to Pandemic Event: COVID-19 (Coronavirus) checklist and approving steps 1, 2, 4, 5, 6, 7, and 9. Motion was seconded by S. Kiss. Motion carried unanimously.

(12)

Consent Agenda - Motion was made by K. Skoog to approve the amended Consent Agenda. Motion was seconded by S. Kiss. Motion carried unanimously. The Consent Agenda includes this week's amended Agenda, the Minutes of the Board's March 16 and March 20, 2020 meetings and the following items:

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

Payroll Change Notice:
Sheriff's Office-Corrections-
Caleb Whitney, Step 2, \$3,252.22/mo., Effective 4/1/2020
Sheriff's Office-Dispatch-
Rachel Lee, Step 3, \$3,311.22/mo., Effective 4/1/2020
Sheriff's Office-Patrol-
Michael Destito, Step 2, \$4,574.26/mo., Effective 4/1/2020

WSDOT Local Agency Agreement-2020 Pavement Preservation
AGREEMENT NO. 2020-21, COMMISSIONERS' RECORDING

USDA Forest Service Modification of Grant or Agreement-Pend Oreille County Cooperative
Law Enforcement
AGREEMENT NO. 2020-22, COMMISSIONERS' RECORDING

Approval of Smackout Pass Bridge Geotechnical Services Award—Aspect Consulting

Approval of Request to Advertise-SP 201 2020 Pavement Preservation Project (Prelevel
Work)

Approval of RFQ for Testing and Inspection for SP 201 2020 Pavement Preservation;
Preleveling

Approval of Request to Advertise-2020 HFE-150 Road Oil

Approval of Request to Advertise-2020 HMA

(13)

T. Sirevog presented an emergency telecommuting policy. Also in attendance were C. Jackson and
via Zoom R. McCroskey.

Motion was made by K. Skoog to approve the Pend Oreille County Temporary Telecommuting
Agreement and Procedure--Novel Coronavirus (COVID-19) Response and associated checklist.
Motion was seconded by S. Kiss. Motion carried unanimously.

(14)

Motion was made by K. Skoog to approve the Vice Chair to sign vouchers, in the absence of the
Chair. Motion was seconded by S. Kiss. Motion carried unanimously.

(15)

Correspondence Received:

3.9 Sacheen Lake Water & Sewer District-cc: Letter to G. Snow re: POC Comprehensive Plan

(16)

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	\$ 53,782.43
Counseling Services	\$ 5,719.97
Fair	\$ 550.00
Capital Projects	\$ 1,042.82
Equipment R&R	<u>\$ 17,749.37</u>
TOTAL	\$ 78,844.59

Checks 187899 through 187945 totaling \$78,606.18 and Electronic Funds Transfer 27755 totaling \$239.63, dated March 23, 2020. Includes Jr. Taxing Districts.

(17)

Motion was made by K. Skoog to adjourn the meeting. Motion was seconded by S. Kiss. Motion carried unanimously. Meeting adjourned at 3:30 p.m.

APPROVED: _____
Chair of the Board

ATTEST: _____
Clerk of the Board