

November 16, 2020

The meeting of the Pend Oreille County Board of Commissioners was called to order at 9:01 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. K. Skoog offered the invocation and led the flag salute.

(1)

Joining the meeting via Zoom were Assessor Jim McCroskey, Executive Administrative Assistant Dawn Taylor, Human Resources Manager Terra Sirevog, District Court Judge Robin McCroskey, Treasurer Nicole Dice, Weed Control Coordinator Sharon Sorby, Senior Planner Andy Huddleston, County Extension Director/4-H Youth Development Agent Mike Jensen, Counseling Services Director Annabelle Payne, Emergency Management Deputy Director JoAnn Boggs, 911 Coordinator Steve West, Commissioner Programs/HR Assistant Christine Rahoun, Counseling Services Business Manager Kris Martin, County Clerk Tammie Ownbey, Facilities Maintenance Supervisor Ben Eggleston, Newport Hospital & Health Services (NHHS) Marketing & Foundation Director Jenny Smith, dgronning, JT, Bob Eugene, and an unknown caller.

(2)

Northeast Tri County Health District (NETCHD) Administrator Matt Schanz and Health Officer Dr. Sam Artzis were present for a COVID-19 update. Present via Zoom were those listed above and Prosecuting Attorney Dolly Hunt, Auditor Marianne Nichols, ITS Director Shane Flowers, Congresswoman Cathy McMorris Rodgers' Deputy District Director Andrew Engell, and NHHS Director of Primary Care & Ancillary Services/Director of Safety Christina Wagar.

(3)

T. Sirevog was present via Zoom to discuss Governor Inslee's travel advisory. M. Manus joined the meeting via Zoom.

(4)

Potts & Associates' James Potts and Zak Kennedy were present via Zoom for a pre-session review.

(5)

Motion was made by S. Kiss to enter into the agreement with Jim Potts and Zak Kennedy for the 2021 contract period in the amount of \$3,300 for the year. Motion was seconded by K. Skoog. Motion carried unanimously.

Contract with Potts & Associates

CONTRACT NO. 2020-23, COMMISSIONERS' RECORDING

(6)

ITS Director Shane Flowers was present for an update, and presented requests for equipment upgrades. Motion was made by K. Skoog to approve the agreement between POC and Wholesail Networks for internet access for more bandwidth for video and audio conferences. Motion was seconded by S. Kiss. Motion carried unanimously.

Motion was made by S. Kiss to approve the sending of the Purchase Order agreement to CDWG for switches to replace our old switches to allow POC employees to utilize more video conferencing capabilities, with the hopes to use Cares Act funding. Motion was seconded by K. Skoog. Motion carried unanimously.

S. Flowers reported on state CARES Act funding designated specifically for courts, which will provide technology improvements, including additional cameras. Also discussed were staffing and the desktop to laptop conversions for telecommuting.

(7)

ITS-2021 Budget Review—Present were S. Flowers and via Zoom, Financial Manager Jill Shacklett. M. Nichols joined the meeting in progress, via Zoom.

(8)

The Board recessed for lunch at 12:08 p.m.

(9)

The Board met in executive session regarding pending litigation pursuant to RCW 42.30.110(1)(i) for 60 minutes from 1:40 p.m. to 2:40 p.m. Present via Zoom was D. Hunt. M. Manus left after the executive session.

(10)

D. Hunt was present for a legal update and discussed Governor Inslee’s recent proclamation and travel advisory. Joining the update in progress was M. Manus, then he left at the update’s conclusion.

(11)

Colville National Forest District Ranger Carin Vadala was present for a Forest Service update. Topics of discussion were Batey Boulder trail, Boulder Park sale, seasonal employees, and RAC appointments for Title II funding. C. Vadala reported that 900 acres of piles have been burned, as well as 200 acres of underlayers.

(12)

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

Investment Earnings (year-to-date estimate, as of 11/13/20): \$64,328.21

Payroll Change Notice:

Public Works-Roads Department

George Campbell, Foreman, Retirement, Effective 12/2/2020

District Court-

Linda Shelgren, Paid Admin Leave until further notice., Effective 11/09/2020

(13)

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

(14)

Meeting continued to November 17.

November 17, 2020

The meeting resumed at 9:01 a.m. with S. Kiss, K. Skoog, and C. Zieske present. M. Manus was excused.

(15)

Public Works Director Craig Jackson was present for an update. Present were Office Manager/Risk Manager Teresa Brooks and Engineering Technician/Contracting & Procurement Agent Mike Kirkwood, and via Zoom was T. Sirevog,

a) M. Kirkwood presented information on the 2020 timber sale. Motion was made by K. Skoog to award the 2020 Timber Sale to Idaho Forest Group. Motion was seconded by S. Kiss. Motion carried unanimously. M. Kirkwood and T. Sirevog left the update.

b) District 2 Foreman George Campbell and Road District Supervisor Dan Reijonen arrived, and via Zoom arrived Sheriff Glenn Blakeslee, J. Boggs, and S. West. The group discussed G. Campbell's retirement, then D. Reijonen, G. Campbell, G. Blakeslee, S. West, and J. Boggs left the update.

c) C. Jackson and T. Brooks reviewed their PW organizational chart and their desire to fill the open receptionist position. The Board was in support of the hiring and requested that T. Sirevog would review the job description and pay scale.

d) Motion was made by K. Skoog to approve Kevin Wiklund being promoted from Road Maintenance Tech, Step 3, to the position of District Foreman, Step 3. Motion was seconded by S. Kiss. Motion carried unanimously. J. Boggs, S. West, and G. Blakeslee joined the meeting in progress.

e) Motion was made by K. Skoog to set the surplus hearing date and time for surplus vehicle property for December 8, 2020 at 9:15am. Motion was seconded by S. Kiss. Motion carried unanimously.

f) Motion was made by K. Skoog to approve the purchase of one 2021 Etnyre Centennial 2000-gallon distributor under Buy Board cooperative purchasing Contract #597-19, for \$135,271.63, including sales tax. Motion was seconded by S. Kiss. Motion carried unanimously.

g) Motion was made by K. Skoog to approve the advertising for Request for Qualifications for engineering services related to the 2021 Bridge Inspection Program. Motion was seconded by S. Kiss. Motion carried unanimously.

h) Motion was made by K. Skoog to approve the hiring of one Maintenance Tech position for District 2 Shop. Motion was seconded by S. Kiss. Motion carried unanimously.

i) C. Jackson gave updates on the road department logo, winter policy and resident notifications, solid waste opening hours, and department accidents.

(16)

The Board held a retirement recognition ceremony for George Campbell. In attendance were Solid Waste Coordinator Amanda Griesemer, C. Jackson, D. Reijonen, T. Brooks, and George's family members, Kem, Jared, Arlene, and Bruce. Present via Zoom were J. Boggs, S. West, G. Blakeslee, and S. Flowers. The Board presented G. Campbell with a certificate of recognition and reviewed a history of his 29-year employment with the county.

(17)

Bid Opening-2020 Pavement Preservation. Present were County Engineer Don Ramsey, Assistant County Engineer George Luft, C. Jackson, M. Kirkwood, D. Reijonen, Samuel Williams from Interstate Concrete & Asphalt, Co., and via Zoom was Shane. The hearing was opened, and the

notice was read. Bids were received from Shamrock Paving of Spokane, WA for \$353,000.00; and Interstate Concrete & Asphalt, Co. of Sandpoint, ID for \$258,087.50. No comments were received.

M. Kirkwood stated that Public Works would like to take the bids and check for completeness and accuracy and bring back to next week's PW update for recommendation of the award. The hearing was closed.

(18)

Fair Board-2021 Budget Review—Present were Fair Board members Kay Driver and Barb Cordes, and via Zoom were Board Member Ryan Tellenssen, M. Nichols, and J. Shacklett.

(19)

The Board recessed for lunch at 12:02 p.m.

(20)

M. Manus joined the meeting at 1:05 p.m. The Board held a workshop on CARES Act funding. Present were M. Nichols and J. Shacklett, and via Zoom was G. Snow.

Motion was made by S. Kiss to approve the two most recently received grant applications for Small Business Stabilization Grant and to distribute additional checks to the six approved businesses. Motion was seconded by K. Skoog. Motion carried unanimously.

(21)

S. Kiss presented an invoice for payment from the Hotel/Motel Tax as follows: POC Fair Board, \$1,500.00. Motion was made by K. Skoog to approve the Hotel/Motel Tax invoice for payment. Motion was seconded by M. Manus. Motion carried unanimously.

(22)

Motion was made by S. Kiss to authorize the payment of the settlement regarding Eric Hood's claim. Motion was seconded by K. Skoog. Motion carried unanimously. M. Manus left the meeting.

(23)

The Board met in executive session for employee evaluations pursuant to RCW 42.30.110(1)(g) for 20 minutes, from 2:10 p.m. to 2:30 p.m. An additional 10 minutes was requested, until 2:40 p.m.

(24)

T. Sirevog was present via Zoom to discuss recommended updates to the county's COVID Safety Policy, including travel advisory and telecommuting.

(25)

Motion was made by K. Skoog to approve setting a road name hearing for 1:30 p.m., December 1, 2020. Motion was seconded by S. Kiss. Motion carried unanimously.

(26)

The Board discussed last week's NETCHD board meeting, where the budget was approved and reports submitted.

(27)

Correspondence Received:

- 11.11 Tri-County Economic Development District-Letter re: 2021 Budget Request Letter-TEDD Membership Dues & Support
- 11.12 M. Fedderly-Letter of resignation from Board of Equalization, as of 12/31/2020
- 11.13 D. Hoisington-Letter of interest in reappointment to Weed Board
- 11.14 Bob Hartley- Letter of interest in reappointment to Weed Board
- 11.15 Pend Oreille EDC-11.18.20 Agenda 10.21.20 Minutes
- 11.16 NEW ESD101-Levy Certification
- 11.17 POC Cemetery District 3- Levy Certification and Ordinance/Resolution 2020-2
- 11.18 C. Schaffer-Informational Statement for POC Library Board of Trustees
- 11.19 City of Newport- Levy Certification and Ordinance/Resolution 11162020
- 11.20 Town of Metaline Falls- Levy Certification and Ordinance/Resolution 2020-02
- 11.21 Martin Hall Board-11.19.20 Agenda & 10.22.20 Minutes

(28)

Correspondence Sent:

- G. Campbell-Certificate of Recognition/Retirement

(29)

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	\$ 96,717.53
Counseling Services	\$ 1,998.38
Fair	\$ 1,044.53
Road	\$ 162,768.11
Veteran’s Assistance	\$ 955.00
Timber Sales	\$ 572.55
Trial Court Improvement	\$ 30,741.97
Emergency 911 Communications	\$ 365.00
Election CARES Grant	\$ 345.11
Election Security Grant	\$ 27.10
Solid Waste	\$ 67,317.19
Risk Management	\$ 264.68
Equipment R&R	<u>\$ 33,375.90</u>
TOTAL	\$ 396,493.05

Checks 192463 through 192544 totaling \$391,635.60 and Electronic Funds Transfers 31531 through 31533 totaling \$4,857.45, dated November 16, 2020.

(30)

Meeting adjourned at 4:12 p.m.

APPROVED: _____
Chair of the Board

ATTEST: _____
Clerk of the Board