

December 21, 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 Chair Mike Manus, Vice Chair Stephen Kiss, Commissioner Karen Skoog, and Clerk of the Board Crystal Zieske.

(1)

Joining the meeting via Zoom were Assessor Jim McCroskey, Executive Administrative Assistant Dawn Taylor, 911 Coordinator Steve West, Emergency Management Deputy Director JoAnn Boggs, Senior Planner Andy Huddleston, Human Resources Manager Terra Sirevog, Undersheriff Geoff Rusho, Commissioner Elect-Brian Smiley, Commissioner-Elect John Gentle, ITS Director Shane Flowers, Weed Control Coordinator Sharon Sorby, Auditor Marianne Nichols, County Clerk Tammie Ownbey, District Court Judge Robin McCroskey, Facilities Maintenance Supervisor Ben Eggleston, Commissioner Programs/HR Assistant Christine Rahoun, Newport Miner News Editor Don Gronning, JT, and Bob Eugene.

(2)

Northeast Tri County Health District (NETCHD) Administrator Matt Schanz and Health Officer Dr. Sam Artzis were present via Zoom for a COVID-19 update. Present via Zoom were those listed above and Newport Hospital & Health Services (NHHS) Marketing & Foundation Director Jenny Smith.

(3)

C. Zieske offered the invocation and led the flag salute.

(4)

Prosecuting Attorney Dolly Hunt was present via Zoom for a legal update. The diking district was discussed. D. Gronning joined via Zoom, then left the update in progress. D. Hunt reviewed the proposed Road Naming and Site Addressing Ordinance.

(5)

Motion was made by S. Kiss to approve the Martin Hall Board meeting schedule for 2021. Motion was seconded by K. Skoog. Motion carried unanimously.

(6)

S. Kiss presented an invoice for payment from the Hotel/Motel Tax as follows: Tiger Historical Center, \$1,000.00. Motion was made by K. Skoog to approve the Hotel/Motel Tax invoice for payment. Motion was seconded by S. Kiss. Motion carried unanimously.

(7)

2021 Budget Adoption—Present via Zoom were Financial Manager Jill Shacklett, Community Development Director Greg Snow, M. Nichols, T. Sirevog, and D. Hunt.

Motion was made by K. Skoog to approve the resolution for the final budget of the year 2021. Motion was seconded by S. Kiss. Motion carried unanimously.

Final Budget for the Year 2021  
*RESOLUTION NO. 2020-126, COMMISSIONERS' RECORDING*

(8)

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 December 14, 2020 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 12/18/20): \$65,177.05

Payroll Change Notice:

Superior Court-

Carli Kirkwood, Deputy Clerk, Benefits paid at full time for 12/1/20-12/18/20,  
Effective 12/1/2020-12/18/2020

Public Works-Buildings & Grounds-

Rylan Hastings, Temp On-Call Facilities Maintenance, \$16.00/hr., Effective  
12/14/2020

Approval of Vacation Rollover Request-Annabelle Payne (5 days)

(9)

Norm Smith and T. Sirevog joined the meeting in progress via Zoom. Motion was made by K. Skoog to increase the County's medical contribution by \$25, as accounted for in the 2021 budget for non-represented employees and elected officials, effective 1/1/2021. Motion was seconded by S. Kiss. Motion carried unanimously.

(10)

Motion was made by K. Skoog to approve a 1% increase previously granted in 2021 budget to non-represented employees and elected officials, with the exception of County Commissioners, effective 1/1/2021. Motion was seconded by S. Kiss. Motion carried unanimously.

(11)

Motion was made by K. Skoog to approve the Contract Between Pend Oreille County and Family Crisis Network. Motion was seconded by S. Kiss. Motion carried unanimously.

Contract Between Pend Oreille County and Family Crisis Network  
*CONTRACT NO. 2020-27, COMMISSIONERS' RECORDING*

(12)

The Board met in Closed Session, pursuant to RCW42.30.140(4)(b)-Collective Bargaining for 15 minutes, from 11:34 a.m. to 11:49 a.m. In attendance were T. Sirevog and J. Shacklett. The session ended at 11:46 a.m.

(13)

T. Sirevog was in attendance to present a bargaining contract. Motion was made by K. Skoog to approve signing the Agreement Between Board of County Commissioners, Sheriff of Pend Oreille County, and Teamsters Union, Local 690 EMS/911 Operators. Motion was seconded by S. Kiss. Motion carried unanimously.

Agreement Between Board of County Commissioners, Sheriff of Pend Oreille County, and  
Teamsters Union, Local 690-Pend Oreille Co. Sheriff's EMS/911 Operators  
*CONTRACT NO. 2020-28, COMMISSIONERS' RECORDING*

(14)

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

(15)

Public Hearing- Road Naming and Site Addressing Ordinance. Present via Zoom were GIS Manager Josh Shelton, GIS Analyst César Stoddard, G. Snow, and dquinn. The hearing was opened, and the notice was read. C. Stoddard went section by section through the proposed ordinance, with questions clarified for the Board throughout. No public comments were received. The hearing was closed.

(16)

Motion was made by S. Kiss to approve the Interagency Agreement Between North East WA Educational Service District 101 and Stevens, Ferry, and Pend Oreille County Juvenile Court. Motion was seconded by K. Skoog. Motion carried unanimously.

Interagency Agreement Between North East WA Educational Service District 101 and Stevens County, Ferry County, Pend Oreille County Juvenile Court  
*AGREEMENT NO. 2020-66, COMMISSIONERS' RECORDING*

(17)

Motion was made by K. Skoog to approve the resolution canceling uncollectible personal property taxes, per RCW 84.56.240. Motion was seconded by S. Kiss. Motion carried unanimously.

Cancellation of Uncollectible Personal Property Taxes  
*RESOLUTION NO. 2020-127, COMMISSIONERS' RECORDING*

(18)

Motion was made by S. Kiss to approve the resolution pertaining to property tax refunds made during 2020 per RCW 84.69.020. Motion was seconded by K. Skoog. Motion carried unanimously.

Resolution Accepting Treasurer's List of 2020 Property Tax Refunds  
*RESOLUTION NO. 2020-128, COMMISSIONERS' RECORDING*

(19)

T. Sirevog was present via Zoom for a HR update. Also present via Zoom was M. Nichols. A discussion was held on the revised job description and change of title for Elections Supervisor Liz Krizenesky. Motion was made by K. Skoog to approve the title position change from Elections Supervisor to Elections Manager for Liz Krizenesky and approve the placement at Step 1 on the salary schedule, effective January 1. Motion was seconded by S. Kiss. Motion carried unanimously.

Motion was made by S. Kiss to approve the Payroll Change Notice for Liz Krizenesky, Elections Supervisor to Elections Manager. Motion was seconded by K. Skoog. Motion carried unanimously.

Payroll Change Notice:  
Auditor's Office-  
Liz Krizenesky, Elections Manager, Step 1, \$4,296.97/mo., Effective 1/1/2021

M. Nichols left the update. Two years of Washington counties salary studies for Clerk of the Board were reviewed, as well as an updated job description. Motion was made by K. Skoog to approve the change in title from Clerk of the Board to Clerk of the Board/Office Manager for Crystal Zieske and

approve placement at Step 1 of the revised salary structure, effective January 1, 2021. Motion was seconded by S. Kiss. Motion carried unanimously.

Motion was made by K. Skoog to approve the job description and pay scale for the Permit Technician position for Community Development. Motion was seconded by S. Kiss. Motion carried unanimously.

Motion was made by S. Kiss to approve the Payroll Change Notice for Crystal Zieske from Clerk of the Board to Clerk of the Board/Office Manager position. Motion was seconded by K. Skoog. Motion carried unanimously.

Payroll Change Notice:  
Commissioners' Office-  
Crystal Zieske, Clerk of the Board/Office Manager, Step 1, \$4,296.97/mo., Effective  
1/1/2021

(20)  
Colville National Forest District Ranger Carin Vadala was present for a Forest Service update. Discussed was the Forest Service land trade with Stimson.

(21)  
Motion was made by K. Skoog to approve the Addendum to Inmate Telephone Agreement with Consolidated Telecom and for the Chair to sign. Motion was seconded by S. Kiss. Motion carried unanimously.

Addendum to Inmate Telephone Agreement-Consolidated Telecom, Inc.  
*AGREEMENT NO. 2020-67, COMMISSIONERS' RECORDING*

(22)  
Public Comment –No members of the public were present for comment.

(23)  
Meeting continued to December 22.

#### December 22, 2020

The meeting resumed at 9:03 a.m. with S. Kiss, K. Skoog, and C. Rahoun present. M. Manus was excused.

(24)  
Public Works Director Craig Jackson was present via Zoom for an update. Also in attendance via Zoom was B. Eugene. Topics of discussion included the geotechnical on-call awards, Title II grant revision for Cedar Creek, Pavement Preservation bids, District 3 road shop's roof and pole building, clearing the fence line for District 2 road shop, and a summary of 2020 Public Works projects. County Engineer Don Ramsey joined the meeting in progress via Zoom.

Engineering Tech/Contracting & Procurement Agent Mike Kirkwood joined the meeting via Zoom to discuss advertising costs and legal requirements for bids and public notices. M. Kirkwood then left

the meeting. Discussions continued with forest management in Pend Oreille Park and Rustlers Gulch, and the Pend Oreille County Park Host purchases.

(25)

M. Manus joined the meeting via phone.

(26)

Motion was made by K. Skoog to award Aspect Consulting, LLC and Budinger and Associates, Inc. the On-call Contract for Geotechnical Services. Motion was seconded by S. Kiss. Motion carried unanimously.

(27)

Motion was made by S. Kiss to approve the resolution rejecting all bids received on November 17, 2020 for the 2020 Pavement Preservation Project. Motion was seconded by K. Skoog. Motion carried unanimously.

Rejecting All Bids Received on November 17, 2020 for the 2020 Pavement Preservation Project and Directing the Project to be Rebid

*RESOLUTION NO. 2020-129, COMMISSIONERS' RECORDING*

(28)

Motion was made by S. Kiss to approve the Grant Revision SF-424 Form for Cedar Creek Title II and authorize the Chair to sign. Motion was seconded by K. Skoog. Motion carried unanimously.

Cedar Creek Title II Grant Revision SF-424 (*Revises A-2020-52*)

*AGREEMENT NO. 2020-68, COMMISSIONERS' RECORDING*

(29)

M. Manus left the meeting.

(30)

Public Hearing-2021-2026 Six-Year Transportation Improvement Program (STIP) and the 2021 Construction Program. Present via Zoom were D. Ramsey and B. Eugene.

The hearing was opened, and the notice was read. D. Ramsey reviewed the legal requirements of adopting the STIP and identifying projects for the annual construction program. Resident Carol Schaffer joined the hearing in progress via Zoom. D. Ramsey detailed each of the following STIP project groups: Bridges and Structures, Preservation and Rehabilitation, New Construction/ Reconstruction/3R, Fish Passage, and Trails and Paths, including expenditures and funding sources. D. Ramsey reviewed the 2021 Annual Construction Program and the 2020 Bridge Report.

Public comments were solicited. Hearing no comments, the hearing was closed.

(31)

M. Manus rejoined the meeting in person.

(32)

Motion was made by S. Kiss to adopt the 2021-2026 Six-Year Transportation Improvement Program and the 2021 Annual Construction Program for 2021. Motion was seconded by K. Skoog. Motion carried unanimously.

Approving and Adopting 2021-2026 Six Year Transportation Improvement Program and Annual Construction Program for 2021

*RESOLUTION NO. 2020-130, COMMISSIONERS' RECORDING*

(33)

Motion was made by K. Skoog to approve the chair to sign an agreement of License to Department of the Air Force from Pend Oreille County for Fairchild Air Force Base 336<sup>th</sup> Training Group. Motion was seconded by S. Kiss. Motion carried unanimously.

License to Department of the Air Force from Pend Oreille County for Fairchild Air Force Base 336<sup>th</sup> Training Group

*AGREEMENT NO. 2020-69, COMMISSIONERS' RECORDING*

(34)

M. Manus left the meeting for the remainder of the day.

(35)

The Board conducted an interview for Library District Board. Present via Zoom were Library District Board of Trustees Chair Leá Porter and C. Schaffer. Motion was made by K. Skoog to appoint C. Schaffer to the Library District Board. Motion was seconded by S. Kiss. Motion carried unanimously.

(36)

The Board recessed for lunch at 11:45 a.m.

(37)

Counseling Services Director Annabelle Payne was present via Zoom for a discussion regarding Counseling Services crisis response. Also present via Zoom were Crisis Services Manager Kandy Alley, Clinical Director Jennifer Stout, and G. Rusho.

(38)

Motion was made by K. Skoog to approve sending a letter of appointment to the Pend Oreille County Library Board of Trustees to C. Schaffer. Motion was seconded by S. Kiss. Motion carried unanimously.

(39)

Correspondence Received:

12.16 WSLCB-Letter re: Notification of Marijuana Producer Tier 3 and Processor Application for Sledgehammer Farms LLC, 310 Broken J Lane Ste A, Newport

12.17 M. Stahl/West 117 LLC-cc: Letter sent to PUD Commissioner Curtis Knapp re: Term Sheet Rate Agreement

12.18 P. Wilson- Letter re: Thank You for your service to Commissioners Kiss and Skoog

12.19 N. Dice/POC Treasurer-Letter re: Depositories for Pend Oreille County

(40)

Correspondence Sent:

Budinger and Associates, Inc/J. Finnigan- re: Award Pend Oreille County On-Call Geotechnical Aspect Consulting, LLC/N. Szot- re: Award Pend Oreille County On-Call Geotechnical C. Schaffer-Letter of Appointment to Library District Board

(41)

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	\$ 122,081.91
Arts & Tourism	\$ 1,000.00
Counseling Services	\$ 1,431.30
Fair	\$ 616.45
Law Library	\$ 298.05
Park	\$ 1,307.36
Road	\$ 838,644.09
Veteran's Assistance	\$ 840.00
Treasurer's O&M	\$ 215.20
Auditor's O&M	\$ 12,684.03
Trial Court Improvement	\$ 46,112.95
Emergency 911 Communications	\$ 192.00
Growth Management	\$ 8,139.76
Low Income Housing/2060	\$ 464.46
Homeless Program/2163	\$ 8,035.27
Public Facilities	\$ 17,982.87
Solid Waste	\$ 3,682.97
Risk Management	\$ 35.00
Equipment R&R	\$ 40,712.49
IT Services	\$ 265.79
Sheriff's Trust	<u>\$ 90.00</u>
TOTAL	\$1,104,831.95

Checks 193230 through 193344 totaling \$1,101,783.05 and Electronic Funds Transfers 32023 through 32024 totaling \$3,050.36, dated December 21, 2020. Includes Jr. Taxing Districts.

(42)

Meeting adjourned at 2:10 p.m.

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

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