

January 11, 2021

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 Mike Manus, Vice Chair Brian Smiley, Commissioner John Gentle, and Clerk of the Board Crystal Zieske. B. Smiley offered the invocation and M. Manus led the flag salute.

(1)

Joining the meeting via Zoom were Commissioner Programs/HR Assistant Christine Rahoun, Executive Administrative Assistant Dawn Taylor, Human Resources Manager Terra Sirevog, District Court Judge Robin McCroskey, Weed Control Coordinator Sharon Sorby, Assessor Jim McCroskey, Counseling Services Director Annabelle Payne, Treasurer Nicole Dice, 911 Coordinator Steve West, Emergency Management Deputy Director JoAnn Boggs, Sheriff Glenn Blakeslee, Undersheriff Geoff Rusho, Associate Professor and County Extension Director Mike Jensen, Facilities Maintenance Supervisor Ben Eggleston, Newport Miner News Editor Don Gronning, and JT.

(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) COVID-19 Incident Commander/Public Information Officer Jenny Smith, Counseling Services Business Manager Kris Martin, Auditor Marianne Nichols, County Clerk Tammie Ownbey, Congresswoman Cathy McMorris Rodgers' Deputy District Director Andrew Engell, and Bob Eugene.

(3)

Consent Agenda - Motion was made by B. Smiley to approve the Consent Agenda. Motion was seconded by J. Gentle. Motion carried unanimously. The Consent Agenda includes this week's Agenda, the Minutes of the Board's January 4, 2021 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 1/8/21):	\$ 1,151.42
Investment Earnings (through December 31):	\$65,177.05

Payroll Change Notice:

Public Works-Roads-

Kevin Wiklund, Roads Foreman, Step 3, \$28.43/hr., Effective 12/01/2020

Counseling Services-

Nancy Ashburn, Mental Health Counselor-Licensed, Resignation, Effective 12/30/2020

2021 Unemployment Compensation Rate

RESOLUTION NO. 2021-01, COMMISSIONERS' RECORDING

Adopting the County's 2021 Regular Property Tax Levy Rate for 2021 Tax Collection Per RCW 84.55.120

RESOLUTION NO. 2021-02, COMMISSIONERS' RECORDING

Resolution Regarding Approval of Specialized Services Agreement with Keith Campbell

RESOLUTION NO. 2021-03, COMMISSIONERS' RECORDING

Amendment A FFY18 E19-144 Homeland Security Grant Program with Spokane County
RESOLUTION NO. 2021-04, COMMISSIONERS' RECORDING

FY2020 Emergency Management Performance Grant E21-135
RESOLUTION NO. 2021-05, COMMISSIONERS' RECORDING

(4)

The Board participated in a Zoom conference with lobbyist Zak Kennedy, who provided a preview on the legislature's opening day of session. Also in attendance via Zoom were N. Dice, M. Nichols, and Paul Sieracki.

(5)

Department Overview-Weed Control. Present via Zoom were S. Sorby, Weed Specialist Loretta Nichols, Data & Finance Specialist Dyana James, and Education & Outreach Coordinator Lisa Alkire.

Motion was made by B. Smiley to approve the request to fill the vacant Education & Outreach position within the Weed Board. Motion was seconded by J. Gentle. Motion carried unanimously.

Motion was made by B. Smiley to approve the request to fill vacant Seasonal Field Inspector position. Motion was seconded by J. Gentle. Motion carried unanimously.

Motion was made by J. Gentle to approve the request to restore Data & Finance Specialist to 4/5ths time throughout the year. Motion was seconded by B. Smiley. Motion carried unanimously.

(6)

J. Gentle was excused to participate in the virtual WSAC Legislative Steering Committee meeting.

(7)

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

(8)

J. Gentle provided an update from the WSAC LSC meeting.

(9)

Motion was made by B. Smiley to approve the additional Payroll Change Notices. Motion was seconded by J. Gentle. Motion carried unanimously.

Counseling Services-

Shelah Riggins, Mental Health Counselor-Registered, Step 1, \$4,051.58/mo.,
Effective 01/11/2021

Public Works-Roads-

Kyle Colliver, Longevity, \$35.00/mo., Effective 01/01/2021

IT-

Cesár Stoddard, Longevity, \$35.00/mo., Effective 01/01/2021

(10)

Motion was made by J. Gentle to approve sending the letter of appreciation to Kyle Colliver for his five years of service. Motion was seconded by B. Smiley. Motion carried unanimously.

(11)

Motion was made by J. Gentle to approve sending the letter of appreciation to Cesár Stoddard for five years of service to POC. Motion was seconded by B. Smiley. Motion carried unanimously.

(12)

Motion was made by B. Smiley to approve the job description for Tri-County Superior Court Administrative Assistant. Motion was seconded by J. Gentle. Motion carried unanimously.

(13)

The Board met in executive session regarding pending litigation pursuant to RCW 42.30.110(1)(i) for 60 minutes from 2:30 p.m. to 3:30 p.m. Present via Zoom was Prosecuting Attorney Dolly Hunt.

(14)

Colville National Forest District Ranger Carin Vadala and Kalispel Tribe Information and Outreach Coordinator Mike Lithgow were present via Zoom and gave a historical overview of the Sx^wuytn-Trail Project. Also present via Zoom was P. Sieracki. The project is still in the objection period.

(15)

Motion was made by B. Smiley to approve the appointment of Commissioner Gentle to the Washington Counties Insurance Fund (WCIF) Board of Trustees. Motion was seconded by J. Gentle. Motion carried unanimously.

(16)

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

(17)

Meeting continued to January 12.

January 12, 2021

The meeting resumed at 9:02 a.m. with M. Manus, B. Smiley, J. Gentle, and C. Zieske present.

(18)

Public Works Director Craig Jackson was present for an update. Also in attendance was Engineering Technician/Contracting & Procurement Agent Mike Kirkwood and via Zoom was B. Eugene.

M. Kirkwood explained the gravel road stabilization program. Motion was made by B. Smiley to approve Public Works' request to seek quotations for the 2021 Gravel Road Stabilization Program-Magnesium Chloride Project. Motion was seconded by J. Gentle. Motion carried unanimously.

Motion was made by J. Gentle to approve Public Works' request to seek quotations for the 2021 Gravel Road Stabilization Program-Calcium Chloride Project. Motion was seconded by B. Smiley. Motion carried unanimously.

Motion was made by B. Smiley to approve the request from Public Works' to seek quotations for the 2021 Road & Bridge Deck Sweeping Program. Motion was seconded by J. Gentle. Motion carried unanimously.

M. Kirkwood provided a PowerPoint presentation on Public Works' purchasing & contracting, then gave a status update on District 3 pole building. M. Kirkwood left the meeting. C. Jackson gave updates on ongoing work, winter maintenance, new road emblem, and janitorial services.

Motion was made by B. Smiley to authorize sending the letter to all staff regarding janitorial duties. Motion was seconded by J. Gentle. Motion carried unanimously.

C. Jackson showed photos of park house roof, and Solid Waste Coordinator Amanda Griesemer joined the update. She provided details on updated Parks & Recreation website and reviewed the county ATV ORV policy, then left the meeting. C. Jackson continued with a Parks & Recreation overview.

(19)

Department Overview-County Clerk. Present was T. Ownbey. Joining via Zoom was Guest.

(20)

Department Overview-Economic Development Council (EDC). Present were EDC Director Jamie Wyrobek and EDC Chair Ray Pierre, and via Zoom were EDC Board Member Alex Stanton and an unidentified caller.

(21)

The Board recessed for lunch at 12:23 p.m.

(22)

T. Sirevog was present for a COVID Policy update. Prior to the update beginning, the Board participated in a telephone conference with Stevens County Commissioner Wes McCart regarding health district regionalization. Joining the meeting in progress were A. Payne and K. Martin.

(23)

Department Overview-Counseling Services. Present were A. Payne, K. Martin, Clinical Director Jennifer Stout, Certified Prevention Specialist Carrie McKinley, Behavioral Health Technology & Data Specialist Heather Mercer, Compliance Coordinator Carla Shirley, and T. Sirevog.

(24)

The Board met in executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 30 minutes, from 2:30 p.m. to 3:00 p.m. Present was ITS Director Shane Flowers and via Zoom was T. Sirevog.

(25)

S. Flowers was present for an update. Topics of discussion were general responsibilities of ITS department and status of court equipment. GIS Manager Josh Shelton joined the meeting in progress. J. Shelton gave an overview of the updates to the GIS Division.

Motion was made by J. Gentle to approve the hiring of a part-time administrative assistant shared with EMS, a 2/5th position. Motion was seconded by B. Smiley. Motion carried unanimously.

(26)

Meeting continued to January 14.

January 14, 2021

The meeting resumed at 9:58 a.m. with M. Manus, B. Smiley, J. Gentle, and C. Zieske present.

(27)

The Board participated in a webinar, Situational Awareness, presented by Washington Counties Risk Pool.

(28)

C. Jackson and B. Eggleston were present, at the Board's request, to discuss janitorial services. Also present were T. Sirevog and C. Rahoun. Financial Manager Jill Shacklett joined the meeting at the Board's request, and C. Jackson left the meeting. The topic will be scheduled on Tuesday's agenda.

(29)

Motion was made by B. Smiley to approve the hiring of a 3/5th time Civil Deputy for Emergency Management. Motion was seconded by J. Gentle. Motion carried unanimously.

(30)

Motion was made by J. Gentle to approve the Payroll Change Notices for Vicki Koehler, Jodi Rumph, Linda Brown, and Ray Murray. Motion was seconded by B. Smiley. Motion carried unanimously.

Auditor-

Linda Brown, Step 5, \$3,816.30/mo., Effective 01/01/2021

Counseling Services-

Jodi Rumph, Step 3, \$3,730.08/mo., Effective 01/01/2021

Public Works-Roads-

Ray Murray, Road Maintenance Technician, Discharge, Effective 01/07/2021

Community Development-

Vicki Koehler, Temp Administrative Assistant to Administrative Assistant, Step 2,
\$2,848.35/mo., Effective 01/16/2021

(31)

Motion was made by B. Smiley to authorize the scheduling of the public hearing for additional 2020 Budget Supplemental Appropriations for Tuesday, February 9, 2021 at 1:30p.m. Motion was seconded by J. Gentle. Motion carried unanimously.

(32)

Correspondence Received:

1.1 NETCHD-Notice of 1.20.21 Meeting

1.2 K. Skoog-Informational Statement for Parks Board appointment

1.3 A. Payne, Counseling Services Director-cc: Letter sent to Kathleen Torella, Department Director, Spokane County Regional BH-ASO re: POC Crisis Services hours of operation.

1.4 J. Johnson, Assistant Director, Spokane County Regional BH-ASO-cc: Letter to Annabelle Payne, Counseling Services Director re: Request for Corrective Action Plan (CAP)

1.5 WSLCB-Usk Bar & Grill, 112 W. 5th Ave., Usk, Beer/Wine Restaurant-Beer/Wine Off Premises

1.6 F. Dana Kelly-4th Quarter 2020 Caseload Report

1.7 POC Parks & Recreation-1.20.20 Agenda

(33)

Correspondence Sent:

K. Colliver-Letter of appreciation for five years of service to POC

C. Stoddard-Letter of appreciation for five years of service to POC

All POC Staff (email)-Letter re: Janitorial Expectations

(34)

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	\$ 332,058.56
Arts, Tourism, & Recreation	\$ 92.30
Counseling Services	\$ 97,038.08
Crime Victims Compensation	\$ 298.80
Fair	\$ 793.42
Park	\$ 2,068.22
Road	\$ 104,090.01
Election Reserve	\$ 30,360.96
Emergency 911 Communications	\$ 44,513.20
Public Facilities	\$ 5,500.91
Solid Waste	\$ 15,903.28
Risk Management	\$ 5,032.85
Equipment R&R	\$ 18,108.00
IT Services	<u>\$ 16,208.00</u>
TOTAL	\$ 672,066.59

Checks 193401 through 193450 totaling \$45,539.13 and Electronic Funds Transfers 32482 through 32491 totaling \$295,220.26, and Checks 193397 through 193400 totaling \$5,040.03, and Electronic Funds Transfers 32283 through 32481 totaling \$290,796.13, and Checks 193373 through 193396 totaling \$9,541.63, and Electronic Funds Transfers 32235 through 32282 totaling \$43,935.11, dated January 8, 2021. Includes Jr. Taxing Districts.

Checks 193451 through 193525 totaling \$111,318.49 and Electronic Funds Transfer 32492 totaling \$446.18, dated January 11, 2021.

(35)

Meeting adjourned at 1:05 p.m.

APPROVED: _____
Chair of the Board

ATTEST: _____
Clerk of the Board