

August 23, 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 Brian Smiley, Vice Chair John Gentle, and Clerk of the Board Crystal Zieske. J. Gentle offered the invocation and led the flag salute.

(1)

Joining the meeting via Zoom were Human Resources Manager Terra Sirevog, Commissioner Programs/HR Assistant Christine Rahoun, Treasurer Nicole Dice, Counseling Services Director Annabelle Payne, 911 Coordinator Steve West, Emergency Management Deputy Director JoAnn Boggs, Sheriff Glenn Blakeslee, Auditor Marianne Nichols, ITS Director Shane Flowers, Newport Miner News Editor Don Gronning, Newport Hospital & Health Services COVID-19 Incident Commander/Public Information Officer Jenny Smith, Congresswoman Cathy McMorris Rodgers' Deputy District Director Andrew Engell, and David Sears.

(2)

Northeast Tri County Health District (NETCHD) Administrator Matt Schanz was present via Zoom for a COVID-19 update. Present via Zoom were those listed above and District Court Judge Robin McCroskey and Economic Development Director Jamie Wyrobek.

(3)

Consent Agenda - Motion was made by J. Gentle to approve the Consent Agenda. Motion was seconded by B. Smiley. Motion carried unanimously. The Consent Agenda includes this week's Agenda, the Minutes of the Board's August 16, 2021 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 8/20/21): \$7,992.42

Payroll Change Notice:

District Court-

Kimberly Schoonover, Probation Secretary/Deputy Clerk, 4/5th Time, (*to cover vacations and work on special projects through 12/31/2021*), Effective 10/1/2021

Resolution Regarding Approval of the 2021 HFE-150 Oil Contract-Ergon Asphalt & Emulsions, Inc.

RESOLUTION NO. 2021-92, COMMISSIONERS' RECORDING

(4)

B. Smiley reported on the Parks Board meeting. J. Gentle provided an update on the Newport City Council and Economic Development Council (EDC) meetings. The Board talked about the POC Fair. Present via Zoom was D. Sears.

(5)

M. Nichols was present to discuss the All-Staff Training Day. Also present was T. Sirevog, and via Zoom was D. Sears and D. Gronning. Motion was made by J. Gentle to approve the POC Resolution 2021-93 In The Matter Of Establishing October 11, 2021 (Columbus Day) As A Closure Of County Offices To The Public for All-Staff Training Day. Motion was seconded by B. Smiley. Motion carried unanimously. Superior/Juvenile Court Administrator Evelyn Bell joined the meeting in progress via Zoom.

In The Matter Of Establishing October 11, 2021 (Columbus Day) As A Closure Of County Offices To The Public
RESOLUTION NO. 2021-93, COMMISSIONERS' RECORDING

(6)

The Board held a discussion on ARPA funds. Present were M. Nichols, J. Shacklett, N. Dice, and via Zoom were D. Gronning, D. Sears, and E. Bell. Several of the projects that the POC ARPA Committee designated as priorities were approved for funding. Prioritization of the remaining requests will be on-going.

(7)

J. Gentle was excused to attend Virtual WSAC Assembly, so the Board recessed for lunch at 11:57 a.m.

(8)

J. Gentle gave a report from WSAC meeting. Joining the meeting in progress via Zoom was D. Sears.

(9)

County Clerk Tammie Ownbey was present with a staffing request. Present was T. Sirevog, and via Zoom were D. Sears and D. Gronning. Joining the meeting in progress was S. Flowers. Motion was made by J. Gentle to approve the promotion of Laura Stuiwenga from Deputy Clerk to Financial Collections Officer/Deputy Court Clerk salary schedule, at Step 3, effective September 1, 2021, due to her already doing the job description duties of that job. Motion was seconded by B. Smiley. Motion carried unanimously.

T. Ownbey provided information on the court imaging system and the alternative of hiring an OnBase Administrator/Programmer to avoid the increasing costs for mandatory requirements for courts. Troy Moody joined the meeting in progress via Zoom.

(10)

District Manager of Pend Oreille Conservation District Alex Case-Cohen was present for an update. Present via Zoom were D. Sears, D. Gronning, and T. Moody. A. Case-Cohen discussed the administration of the Voluntary Stewardship Program (VSP) grant.

(11)

T. Sirevog was present for a HR update. Present was T. Moody and via Zoom was D. Sears. A review of the POC COVID-19 Safety Plan was held, and T. Sirevog presented several suggested revisions, due to Governor Inslee's recent mask and vaccination mandates. Vaccinations are being required for health care providers contracting with the state, which could potentially affect Counseling Services staff. C. Rahoun joined the update in progress via Zoom. T. Sirevog asked to continue a membership in Society for Human Resource Management (SHRM) for \$259.00/year. The Board was in full support.

(12)

The Board met in executive session regarding potential litigation pursuant to RCW 42.30.110(1)(i) for 60 minutes from 3:00 p.m. to 4:00 p.m. Present were Prosecuting Attorney Dolly Hunt and T. Sirevog.

(13)

Public Comment –D. Sears was present via Zoom and provided comment.

(14)

Meeting continued to August 24.

August 24, 2021

The meeting resumed at 9:00 a.m. with B. Smiley, J. Gentle, and C. Zieske present. Present via Zoom was D. Sears.

(15)

Public Works Director Mary Jensen was present for an update. Also in attendance were Solid Waste Coordinator Amanda Griesemer and Fleet Manager Brian Egland and present via Zoom was D. Sears.

M. Jensen requested the purchase of a truck for the county forester, which will be included in 2022 budget. B. Egland stated that the truck needs to be ordered now in order for delivery next year, and the order could be canceled if not approved in 2022 budget. Motion was made by J. Gentle to approve the purchase from State contract one Ford F250 4x4 Extended Cab for the cost of \$34,731.36, including sales tax, from Bud Clary Ford Hyundai dealership, funded by the Timber Fund and the Parks Department. Motion was seconded by B. Smiley. Motion carried unanimously.

M. Jensen brought forth the Parks Board's recommendation of the closure of the vault toilet at the front of POC Park, due to on-going vandalism. There are three other vault toilets within the park for campers and day users. Motion was made by J. Gentle to approve the permanent closure of POC Park Highway 2 vault toilet. Motion was seconded by B. Smiley. Motion carried unanimously. Joining the meeting in progress via Zoom was Bob Eugene.

B. Egland explained needed engine repairs of the 2013 International Truck. Motion was made by J. Gentle to approve the repair of one 2013 International Truck (T5154) from RWC Group for \$12,761.46, including sales tax. Motion was seconded by B. Smiley. Motion carried unanimously. C. Rahoun joined the meeting in progress via Zoom.

M. Jensen reported that Spring Valley and Gray Road maintenance seal has been completed, resulting in the entire 2021 preservation program being completed. The broom crew finished LeClerc Road South and will complete Newport's Circle Drive Wednesday. There was a permits discussion, with M. Jensen explaining that Public Works provides permits for oversize loads, driveway approaches, commercial approaches, and work in right-of-way. This is done for no charge, although considerable staff time is required for the processing. More research will be done on an online fillable form and the possibility of charging a fee to process the permits.

A. Griesemer provided a report on EPA/asbestos and illegal dumping laws and penalties.

M. Jensen requested the purchase of supplies to build the ER&R office at District 1, including the HVAC supplies. Motion was made by J. Gentle to have Buildings & Grounds order for the ER&R build-out, not to exceed \$10,000. Motion was seconded by B. Smiley. Motion carried unanimously.

(16)

A. Payne was present via Zoom for a Counseling Services update. Also present via Zoom was D. Sears. An update was provided on staffing. A. Payne mentioned that September is National Recovery Month and Counseling Services is hosting a Community Forum on September 16. A. Payne requested the approval of the job description and advertising for a Behavioral Health Criminal Justice Project Administrator, explaining the funding is from a Better Health Together grant. Motion was made by J. Gentle to approve the Behavioral Health Criminal Justice Project Administrator job description. Motion was seconded by B. Smiley. Motion carried unanimously.

Motion was made by J. Gentle to approve the advertising and hire of the Behavioral Health Criminal Justice Project Administrator, contingent on qualifications, at Step 1-3. Motion was seconded by B. Smiley. Motion carried unanimously.

(17)

Weed Control Coordinator Sharon Sorby was present via Zoom, at the Board's request, to discuss the request to extend two employees to full-time to work on the Conservation District contract. Also present was T. Sirevog and via Zoom was D. Sears. The Board will take action after the amended contract is received.

(18)

Bid Opening-2021 Lidar UAV. Present was Senior Design & Construction Engineer Eric Roth. The hearing was opened, and the notice was read. Bids were received from Quadrocopter of Columbia Falls, MT, for \$38,066; and BAAM.Tech of Lenexa, KS for \$38,305.66.

E. Roth requested time to review the bids and review the companies then present the award recommendation next week during the Public Works update. No comments were received. The hearing was closed.

(19)

Motion was made by J. Gentle to approve Interagency Agreement IAA22120 Between Washington State Administrative Office of the Courts and Pend Oreille Court for the Support of the CASA/ Volunteer Guardian Ad Litem Program. Motion was seconded by B. Smiley. Motion carried unanimously.

Interagency Agreement IAA22120 Between Washington State Administrative Office of the Courts and Pend Oreille Court for the Support of the CASA/Volunteer Guardian Ad Litem Program

AGREEMENT NO. 2021-36, COMMISSIONERS' RECORDING

(20)

Motion was made by J. Gentle to approve the contract C-2021-12, 2021 Concrete Work with Pend Oreille Concrete, LLC. Motion was seconded by B. Smiley. Motion carried unanimously.

2021 Concrete Work-Pend Oreille Concrete, LLC

CONTRACT NO. 2021-12, COMMISSIONERS' RECORDING

(21)

The Board recessed for lunch at 11:56 a.m.

(22)

Motion was made by J. Gentle to approve the Payroll Change Notice for Shelah Riggins. Motion was seconded by B. Smiley. Motion carried unanimously.

Payroll Change Notice:

Counseling Services-

Shelah Riggins, Registered Mental Health Counselor, Resignation, Effective
9/3/2021

(23)

S. Flowers was present for an ITS update. Present via Zoom was D. Sears. An update was provided on staffing, including plans to interview for the two tech positions. S. Flowers reported that they have finished the inventory audit and are working on billing and budget. The GIS server will arrive this week. Further discussion was held on a full-time programmer position, proposed earlier by T. Ownbey, which could be split with other counties to share the salary cost. Options for the Commissioners' recording software were reviewed.

(24)

S. Flowers introduced the staff of CivicPlus for a website demonstration. Present were N. Dice, Mary Jensen, T. Sirevog, M. Nichols, and via Zoom were CivicPlus Account Executive Colleen Burke and Account Executive/Product Specialist Jordan Cairns, S. West, ITS Administrative Assistant/Civil Deputy Glennis Stott, A. Payne, and D. Hunt.

(25)

Motion was made by J. Gentle to approve the Payroll Change Notice for Klayten Baldwin. Motion was seconded by B. Smiley. Motion carried unanimously.

Payroll Change Notice:

Public Works-Roads-

Klayten Baldwin, Summer Temp-Roads, Resignation (*End of summer season*),
Effective 8/26/2021

(26)

T. Sirevog presented an updated version of the POC COVID-19 Safety Plan. Present via Zoom was D. Sears. Motion was made by J. Gentle to approve the COVID-19 Safety Plan, including the governor's mandatory vaccination recommendations and travel guidelines. Motion was seconded by B. Smiley. Motion carried unanimously.

(27)

Correspondence Received:

8.14 POC EDC-8.18.21 Agenda & 7.21.21 Minutes

8.15 F. Dana Kelly-2nd Quarter 2021 Caseload Report

8.16 Martin Hall-8.26.21 Agenda & 7.22.21 Minutes

(28)

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	\$ 691,010.72
Counseling Services	\$ 69,648.34
Crime Victims Compensation	\$ 286.58
Fair	\$ 2,957.22
Park	\$ 881.29
Road	\$ 80,531.58
Auditor's O&M	\$ 7,602.16
Emergency 911 Communications	\$ 5,599.69
Public Facilities	\$ 5,557.32
Mental Health	\$ 753.89
Solid Waste	\$ 16,170.43
Equipment R&R	\$ 50,220.48
Unemployment Compensation	\$ 1,779.95
IT Services	\$ 10,866.73
Sheriff's Trust	<u>\$ 662.50</u>
TOTAL	\$ 944,528.88

Checks 198029 through 198063 totaling \$451,123.24, dated August 23, 2021.

Checks 198123 through 198126 totaling \$3,410.08 and Electronic Funds Transfers 35916 through 36120 totaling \$283,353.86, and Checks 198127 through 198151 totaling \$36,226.61, and Electronic Funds Transfers 36121 through 36128 totaling \$225,842.39, dated August 25, 2021. Includes Jr. Taxing Districts.

(29)

Meeting adjourned at 3:47 p.m.

APPROVED: _____
Chair of the Board

ATTEST: _____
Clerk of the Board