

September 13, 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, Commissioner Robert Rosencrantz, and Clerk of the Board Crystal Zieske. J. Gentle offered the invocation and led the flag salute.

(1)

Joining the meeting via Zoom were Commissioner Programs/HR Assistant Christine Rahoun, 911 Coordinator Steve West, Emergency Management Deputy Director JoAnn Boggs, Executive Administrative Assistant Dawn Taylor, Human Resources Manager Terra Sirevog, Treasurer Nicole Dice, Weed Control Coordinator Sharon Sorby, Economic Development Director Jamie Wyrobek, Newport Miner News Editor Don Gronning, Jeff Taylor, Gretchen, and David Sears.

(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 Assessor Jim McCroskey, Newport Hospital & Health Services (NHHS) COVID-19 Incident Commander/Public Information Officer Jenny Smith, Congresswoman Cathy McMorris Rodgers' Deputy District Director Andrew Engell, and Counseling Services Business Manager Kris Martin.

(3)

J. Gentle gave reports on Davis Lake Grange revitalization and Newport City Council meeting. Present via Zoom were Public Works Director Mary Jensen, D. Sears, D. Gronning, and Gretchen.

(4)

The Board held a discussion on ARPA funds. Present were Financial Manager Jill Shacklett and N. Dice, and via Zoom were T. Sirevog, D. Sears, and Gretchen. An overview of ARPA funds was provided by J. Shacklett. The group discussed the requests previously approved, as well as items needing prioritized for the remainder of the year.

(5)

J. Gentle was excused to attend WSAC Virtual Assembly.

(6)

The Board recessed for lunch at 11:55 a.m.

(7)

J. Gentle provided an update from WSAC Virtual Assembly. Present via Zoom was D. Sears.

(8)

Consent Agenda - Motion was made by R. Rosencrantz to approve the Consent Agenda. Motion was seconded by J. Gentle. Motion carried, with R. Rosencrantz abstaining, due to not being present last week and unable to confirm the contents of the minutes. The Consent Agenda includes this week's Agenda, the Minutes of the Board's September 7, 2021 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 9/10/21): \$8,806.46

Payroll Change Notice:

Commissioners-

Robert Rosencrantz, Commissioner District 2, \$56,664.15/yr., Effective 9/9/2021



District Court-

Kim Schoonover, Deputy Clerk, 4/5th Time to Full-Time, Effective 9/16/2021 (*Full-time through 12/31/2021*)

Public Works-

Teresa Brooks, Office Manager/Risk Manager, Resignation, Effective 11/30/2021

Amerigroup Washington, Inc. Provider Agreement

RESOLUTION NO. 2021-99, COMMISSIONERS' RECORDING

(9)

T. Sirevog was present for a HR update. Also present was J. Shacklett, and via Zoom was D. Sears. Topics were staffing and insurance renewal. C. Rahoun joined the meeting in progress via Zoom. T. Sirevog is researching salary studies with different companies, with a recommendation forthcoming. Also discussed were employee evaluations and budget.

(10)

Prosecuting Attorney Dolly Hunt was present via Zoom for a legal update. Present via Zoom was D. Sears. Discussed was the ballot issue for Cemetery District #2 dissolution.

(11)

The Board met in executive session regarding pending litigation pursuant to RCW 42.30.110(1)(i) for 30 minutes from 3:30 p.m. to 4:00 p.m. Present via Zoom was D. Hunt.

(12)

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

(13)

Motion was made by J. Gentle to approve the Payroll Change Notice for Anita Waterman. Motion was seconded by Robert Rosencrantz. Motion carried unanimously.

Payroll Change Notice:

Counseling Services-

Anita Waterman, Behavioral Health Counselor, 3/5th Time, \$27.48/hr. to Full-Time, \$4,464.81/mo., Effective 8/16/2021

(14)

Meeting continued to September 13.

September 14, 2021

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

(15)

Public Works Director Mary Jensen was present for an update. Also in attendance via Zoom was D. Sears. M. Jensen explained some of the reasons received on why there were no bids submitted for last week's timber sale, and the decision to request for bids again, but as a delivered log sale. Motion was made by J. Gentle to readvertise the Rustler's Gulch Unit 4 and POC Park Units 8 & 9 Timber Sale, as a "Delivered Log Sale." Motion was seconded by R. Rosencrantz. Motion carried unanimously.

M. Jensen reported an employee resignation and the process of updating the job description.

T. Sirevog and Office Manager/Risk Manager Teresa Brooks joined the meeting in progress. The group discussed the Risk Manager portion of the position, then T. Sirevog and T. Brooks left the meeting.

M. Jensen gave updates on District 1 and District 2 hauling 3,500 tons of gravel out of Peak Pit, District 3 finished their 4,000 cy sand haul, and District 3 hauled 1 ¼" minus to Meadow Lake Road for mudholes. District 2 cleared a LeClerc Road N. mudslide from a private road.

(16)

B. Smiley was excused from 10:25 a.m. to 10:36 a.m.

(17)

The Board held a 2022 preliminary budget workshop. Present were J. Shacklett, N. Dice, and via Zoom were Auditor Marianne Nichols and D. Sears.

(18)

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

(19)

ITS Director Shane Flowers was present for an update. Present via Zoom was D. Sears. An update was provided on staffing, laptop deployments, new GIS server, and website contract. The group discussed security software and a potential programmer position.

Motion was made by R. Rosencrantz to approve the website contract with CivicPlus in the amount of \$15,000. Motion was seconded by J. Gentle. Motion carried unanimously.

CivicPlus

CONTRACT NO. 2021-14, COMMISSIONERS' RECORDING

(20)

T. Sirevog was present to discuss the POC COVID-19 Safety Plan and potential federal vaccination mandates.

(21)

Counseling Services Director Annabelle Payne was present for a request for temporary staff telecommuting, due to the dramatic rise in COVID cases. Present was T. Sirevog. The Board was in support of telecommuting, as needed and approved by Director.

Motion was made by J. Gentle to approve Brittany Clizbe to return from leave as a part-time, 2/5th Time employee, effective 9/13/21, projected end date 10/6/. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(22)

Correspondence Received:

- 9.6 R. Rosencrantz-(*via email*) cc: Letter to Library Trustees, Mandy & Denise re: Library Board of Trustees Resignation
- 9.7 Greater Newport Area Chamber of Commerce-Certificate of Membership, Pend Oreille County
- 9.8 SCRILS-9.17.21 Meeting Agenda
- 9.9 NETCHD-9.15.21 Meeting Notice & Agenda, 7.21.21 Minutes
- 9.10 WSLCB-Notice of Liquor License Renewal Application, Edgewater Lounge, 802 Southshore Diamond Lk. Rd, Newport, Spirits/Beer/Wine Restaurant Lounge +



- 9.11 POC Park and Recreation Board-9.15.21 Agenda
- 9.12 POC EDC-9.14.21 Agenda & 8.18.21 Minutes

(23)

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	\$ 473,422.56
Counseling Services	\$ 85,915.49
Fair	\$ 5,862.23
Law Library	\$ 298.33
Park	\$ 1,167.69
Road	\$ 172,028.60
Treasurer's O&M	\$ 48.04
Emergency 911 Communications	\$ 23,811.50
Public Facilities	\$ 3,883.54
Mental Health Tax	\$ 1,147.72
Solid Waste	\$ 84,394.12
Risk Management	\$ 317.30
Equipment R&R	\$ 46,140.61
IT Services	\$ 18,227.12
Sheriff's Trust	\$ 613.50
Sales/Excise Tax	<u>\$ 2.78</u>
TOTAL	\$ 917,281.13

Checks 198378 through 198421 totaling \$40,938.92 and Electronic Funds Transfers 36388 through 36397 totaling \$279,720.75, and Checks 198374 through 198377 totaling \$4,103.16, and Electronic Funds Transfers 36186 through 36387 totaling \$314,961.49, and Checks 198353 through 198373 totaling \$6,591.11 and Electronic Funds Transfers 36133 through 36185 totaling \$58,667.02, dated September 10, 2021. Includes Jr. Taxing Districts.

Checks 198424 through 198517 totaling \$358,427.24 and Electronic Funds Transfers 36398 through 36400 totaling \$123.00, dated September 13, 2021.

(24)

Meeting adjourned at 4:17 p.m.

APPROVED: 
 Chair of the Board

ATTEST: 
 Acting Clerk of the Board