

December 6, 2021

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 Brian Smiley, Vice Chair John Gentle, Commissioner Robert Rosencrantz, and Clerk of the Board Crystal Zieske. C. Zieske offered the invocation and led the flag salute.

(1)

The Board discussed the 2022 draft budget and proposed redistricting maps. Joining the meeting via Zoom were Bob Rumsey and David Sears. J. Gentle provided reports from the County Website Committee and EDC Board Retreat meetings.

(2)

Financial Manager Jill Shacklett and Auditor Marianne Nichols were present for a 2022 budget review. Also present was Treasurer Nicole Dice, and via Zoom were D. Sears and B. Rumsey.

(3)

Motion was made by J. Gentle to schedule the public hearing for 2021 Budget Supplemental Appropriations for Tuesday, December 21, 2021 at 10:00a.m. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(4)

Facilities Maintenance Supervisor Ben Eggleston was present for a Capital Projects discussion. Also present were M. Nichols, J. Shacklett, and N. Dice, and via Zoom were B. Rumsey and D. Sears. B. Eggleston identified the priority projects for the Capital Projects fund. Motion was made by J. Gentle to approve the 2022 Pend Oreille Capital Projects/Public Facilities Plan element of Comprehensive Plan, reflected in Attachment A. Motion was seconded by R. Rosencrantz. Motion carried unanimously. An unidentified person joined the meeting in progress.

2022 Pend Oreille Capital Project/Public Facilities Plan Element of COMPREHENSIVE PLAN

RESOLUTION NO. 2021-121, COMMISSIONERS' RECORDING

(5)

Community Development Director Greg Snow was present for an update. Present via Zoom were B. Rumsey, D. Sears, and an unidentified caller. G. Snow provided the 10-year historical comparison of applications and building permits and mentioned being fully staffed and operating as a great team right now. G. Snow reported on the SEPA appeal hearing for Comprehensive Plan, noting that summary briefs are due from both parties by December 17. An update was provided on applications and building permits.

(6)

Human Resources Manager Terra Sirevog was present for a HR update. Also present was Commissioner Programs/HR Assistant Christine Rahoun, and via Zoom was B. Rumsey, D. Sears, and an unidentified caller. T. Sirevog requested moving C. Rahoun to full-time from 4/5th time. Motion was made by R. Rosencrantz to approve moving Christine from 4/5th time to full-time to assist Human Resources, effective January 1, 2022. Motion was seconded by J. Gentle. Motion carried unanimously. An update was provided on medical insurance and job openings.

(7)

B. Smiley presented an invoice for payment from the Hotel/Motel Tax as follows: Pend Oreille County Fair, \$1,500.00. Motion was made by J. Gentle to approve the Hotel/Motel Tax invoice for payment. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(8)

J. Gentle was excused to attend WSAC Virtual Assembly.

(9)

The Board recessed for lunch at 11:58 a.m.

(10)

J. Gentle gave an update from WSAC Virtual Assembly.

(11)

Consent Agenda - Motion was made by R. Rosencrantz to approve the Consent Agenda, with the addition of County Program Agreement-Court Commissioner's Services. Motion was seconded by J. Gentle. Motion carried unanimously. The Consent Agenda includes this week's Agenda, the Minutes of the Board's November 29, 2021 meeting and the following items:

Investment Earnings (through November 30): \$10,748.36

Payroll Change Notice:

Public Works-

Don Ramsey, County Engineer, Retirement, Effective 12/29/2021

Commissioner Programs/Civil Service/HR Assistant-

Christine Rahoun, Step 3, \$23.09/hr., Effective 12/1/2021

Treasurer's Office-

Laycie Stevens, Deputy Accountant II/Tax Specialist, Step 2, \$3,016.34/mo.,
Effective 12/1/2021

Public Works-

Tiffany Hansen, Receptionist/Administrative Assistant, Step 3, \$3,197.00/mo.,
Effective 12/1/2021

Washington State Department of Social & Health Services County Program Agreement

Court Commissioner's Services 2163-32130

AGREEMENT NO. 2021-53, COMMISSIONERS' RECORDING

(12)

R. Rosencrantz provided updates on meetings at Newport Hospital & Health Services and TEDD Budget Working Group. B. Smiley talked about the Metaline Falls Redneck Christmas Light Parade. Joining the meeting in progress via Zoom was D. Sears.

(13)

Motion was made by R. Rosencrantz to sign and present to Don Ramsey a certificate of appreciation on the occasion of his retirement. Motion was seconded by J. Gentle. Motion carried unanimously.

(14)

Public Hearing-2022 Budget Hearing & Levy Certifications. Present were Assessor Jim McCroskey,

M. Nichols, J. Shacklett, and via Zoom were Weed Control Coordinator Sharon Sorby, N. Dice, B. Rumsey, and D. Sears.

The hearing was opened, and the notice was read. J. McCroskey reported on the levy certifications. The Board considered the option of not adopting the 1% increase. Discussion was held, with J. Shacklett providing comment and noting the Consumer Price Index (CPI) is over 6%. M. Nichols and J. Shacklett presented the proposed 2022 budget. Selkirk Sun Owner Sonya Scaufaire joined the hearing in progress. No public comments were received. The hearing was closed.

(15)

Motion was made by R. Rosencrantz to approve the resolution by the Pend Oreille County Commissioners for the road department, setting the road levy rate for 2022, with an increase from the previous year's budget of one percent, at \$22,129.24. Motion was seconded by J. Gentle. Motion carried unanimously.

Authorizing a One Percent Increase to the 2022 Road Fund Property Tax Levy
RESOLUTION NO. 2021-122, COMMISSIONERS' RECORDING

(16)

Motion was made by J. Gentle to approve the signing of the resolution authorizing the general levy rate for 2022 at a one percent increase of \$22,664.06. Motion was seconded by R. Rosencrantz. Discussion included R. Rosencrantz amending the motion, stating that the language would refer to the point that the *2021 levy amount* is being increased by 1%. The vote was held on the amended motion, to approve the signing of the resolution authorizing the general levy rate for 2022 at a one percent increase of \$22,664.06, which is an increase of 1% over the 2021 budgeted levy amount. Motion carried unanimously.

Authorizing a One Percent Increase to the 2022 General Fund Property Tax Levy
RESOLUTION NO. 2021-123, COMMISSIONERS' RECORDING

(17)

Prosecuting Attorney Dolly Hunt was present via Zoom for a legal update. Present via Zoom were B. Rumsey and D. Sears. Topics were the resolution for designating a County Engineer, public defender contracts, and security cameras.

(18)

The Board held a discussion on security cameras. Present were ITS Director Shane Flowers, Sheriff Glenn Blakeslee, Undersheriff Geoff Rusho, County Clerk Tammie Ownbey, J. McCroskey, N. Dice, M. Nichols, J. Shacklett, and via Zoom were ITS Administrative Assistant/Civil Deputy Glennis Stott, D. Hunt, D. Sears, and B. Rumsey. District Court Judge Robin McCroskey joined the meeting in progress.

(19)

Public Comment –B. Rumsey, S. Scaufaire, and D. Sears were present, but did not provide comment.

(20)

Meeting continued to December 7.

December 7, 2021

The meeting resumed at 9:00 a.m. with B. Smiley, J. Gentle, R. Rosencrantz, and C. Zieske present.

(21)

R. Rosencrantz reported from the Newport City Council meeting. The Board discussed Newport's ARPA funds requests for well screen cleaning. B. Eugene joined the meeting in progress via Zoom.

(22)

A redistricting discussion was held. Present were M. Nichols, and via Zoom were GIS Manager Josh Shelton, Pend Oreille Valley Railroad Manager Kelly Driver, and B. Eugene. Elections Manager Liz Krizenesky joined the meeting in progress. Draft maps of Commissioner Districts and Precinct Committee Officer (PCO) precincts were reviewed. S. Scaufaire joined the meeting via Zoom.

(23)

R. Rosencrantz provided information on the upcoming TEDD meeting and bridge priorities. Present via Zoom was S. Scaufaire.

(24)

Motion was made by J. Gentle to approve resolution R-2021-124 to increase cash flow reserve, by \$350,000 in the 2022 budget. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Resolution To Increase Cash Flow Reserve
RESOLUTION NO. 2021-124, COMMISSIONERS' RECORDING

(25) Motion was made by R. Rosencrantz to rescind previously passed agreement A-2021-52, which was an Interagency Agreement Between Washington State Parks And Recreation Commission And Pend Oreille County Department Of Public Works, due to receiving additional documents needing incorporated. Motion was seconded by J. Gentle. Motion carried unanimously.

RESCIND A-2021-52 from 11/30/2021-Interagency Agreement Between Washington State Parks And Recreation Commission And Pend Oreille County Department Of Public Works Agreement #WR 921-064 (Amending A-2020-01) (Replaced with A-2021-54 on 12/7/2021)

(26)

Motion was made by R. Rosencrantz to approve the amended agreement A-2021-54, Interagency Agreement Between Washington State Parks And Recreation Commission And Pend Oreille County Department Of Public Works Agreement #WR 921-064 (Amending A-2020-01). Motion was seconded by J. Gentle. Motion carried unanimously.

Interagency Agreement Between Washington State Parks And Recreation Commission And Pend Oreille County Department Of Public Works Agreement #WR 921-064 (*Amending A-2020-01*)
AGREEMENT NO. 2021-54, COMMISSIONERS' RECORDING

(27)

The Board held a retirement recognition for County Engineer Don Ramsey. Present were Assistant

County Engineer George Luft, Fleet Accountant Teresa Deal, Office Manager/Risk Manager Linda Darcy, Fleet Manager Brian Eglan, Engineering Technician/Contracting & Procurement Agent Mike Kirkwood, and via zoom was D. Sears. The Board presented D. Ramsey with a Certificate of Appreciation upon his retirement after 17 years with POC.

(28)

G. Luft was present for a Public Works update. Also in attendance were Facilities Maintenance Supervisor Ben Eggleston, B. Eglan, and D. Ramsey, and present via Zoom was D. Sears.

a) B. Eggleston presented a request to hire temporary workers for snow removal. Motion was made by J. Gentle to approve Buildings & Grounds' request to hire two temporary workers for snow removal to fill the gap until the full-time employee can be hired. Motion was seconded by R. Rosencrantz. Motion carried unanimously. B. Eggleston left the update.

b) D. Ramsey reviewed a renewal of an existing interlocal agreement. Motion was made by R. Rosencrantz to approve the Interagency Agreement between Pend Oreille County Department of Public Works and City of Seattle, Through its City Light Department, as submitted by Mary Jensen on December 7, 2021. Motion was seconded by J. Gentle. Motion carried unanimously.

Interagency Agreement Between Pend Oreille County and City of Seattle, Through Its City Light Department

AGREEMENT NO. 2021-55, COMMISSIONERS' RECORDING

c) B. Eglan presented research on purchasing Tahoes for the Sheriff's Office. Motion was made by J. Gentle to approve the purchase from state contract two 2021 Chevy Tahoes, pursuit rated for the cost of \$92,588.78, including sales tax from Bud Clary Auto Dealership. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

d) Motion was made by R. Rosencrantz to approve the purchase from the state contract three 2022 Ford F150 pursuit rated pickups for the cost of \$141,666.88 including sales tax, from Bud Clary Auto Dealership. Motion was seconded by J. Gentle. Motion carried unanimously.

e) B. Eglan presented an invoice for a hoist. Motion was made by J. Gentle to approve the purchase of one used portable hoist from Northside Truck & Equipment Repair for the amount of \$30,492 including sales tax. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

f) Motion was made by R. Rosencrantz to approve the resolution R-2021-125 designating Mary C. Jensen as the Pend Oreille County Engineer. Motion was seconded by J. Gentle. Motion carried unanimously.

Designating Mary C. Jensen as The Pend Oreille County Engineer

RESOLUTION NO. 2021-125, COMMISSIONERS' RECORDING

g) B. Eglan informed the Board that Fire District #4 is interested in joining the county's ER&R program. A meeting will be arranged at a later date for further discussion.

(29)

Motion was made by J. Gentle to approve the job description for an OnBase Administrator and proceed with hiring. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(30)

Correspondence Received:

- 12.01 Town of Metaline Falls- Levy Certification and Ordinance/Resolution No. 2021-04
- 12.02 Pend Oreille County PHD#1- Levy Certification and Ordinance/Resolution No. 2021-07
- 12.03 Pend Oreille County PHD#2- Levy Certification and Ordinance/Resolution No. 11.15.2021
- 12.04 Town of Cusick- Levy Certification and Ordinance/Resolution No. 2021-02
- 12.05 Pend Oreille Fire District #8- Levy Certification and Ordinance/Resolution No. 11.15.2021a
- 12.06 Pend Oreille Fire District #4- Levy Certification and Ordinance/Resolution
- 12.07 TC EDC-12.8.21 Agenda and 12.9.20 Minutes & TEDD/RTPO-12.8.2021 Agenda and 2022 Meeting Calendar

(31)

Correspondence Sent:

D. Ramsey-Certificate of Appreciation/Retirement

(32)

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 | \$ 328,213.42 |
| Arts, Tourism, & Recreation | \$ 3,500.00 |
| Counseling Services | \$ 73,111.81 |
| Fair | \$ 2,222.87 |
| Treasurer's O&M | \$ 1,431.50 |
| Auditor’s O&M | \$ 5,852.45 |
| Emergency 911 Communications | \$ 345.00 |
| Public Facilities | \$ 2,196.91 |
| Capital Projects | \$ 248.25 |
| Solid Waste | \$ 13,579.21 |
| Equipment R&R | \$ 74,912.39 |
| IT Services | \$ 4,375.41 |
| Sheriff’s Trust | <u>\$ 492.00</u> |
| TOTAL | \$ 510,481.22 |

Checks 200033 through 200116 totaling \$510,481.22, dated December 6, 2021.

(33)

Meeting adjourned at 12:18 p.m., so that the Commissioners could independently visit County departments.

APPROVED: _____
Chair of the Board

ATTEST: _____
Clerk of the Board