

June 20, 2022

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

(1) Consent Agenda - Motion was made by R. Rosencrantz to approve the Consent Agenda of June 20, 2022. Motion was seconded by B. Smiley. Motion carried unanimously. The Consent Agenda includes this week's Agenda, the Minutes of the Board's June 13, 2022 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 6/17/22): \$5,942.47

Payroll Change Notice:

Human Resources-

Terra Sirevog, Human Resource Manager, Resignation, Effective 6/30/2022

Counseling Services-

Crystal Riddle-Anderson, CPWI Coalition Coordinator, Layoff, Effective 6/27/2022

Public Works-Roads-

Tanner Shanholtzer, Seasonal Summer Road Tech, \$16.64/hr., Effective 6/20/2022

Ryan Seaney, Seasonal Summer Road Tech, \$16.64/hr., Effective 6/20/2022

Aaron Eggleston, Seasonal Summer Road Tech, \$16.64/hr., Effective 6/20/2022

Nicholas Osterhout, Seasonal Summer Road Tech, \$16.64/hr., Effective 6/20/2022

(2) R. Rosencrantz and B. Smiley reported on Metaline Falls Town Council meeting. R. Rosencrantz gave an update from Ione Town Council. B. Smiley gave a report from a Parks Board clean-up day at Sweet Creek Rest Area. J. Gentle reported from Law Enforcement Officers' and Fire Fighters' Retirement Plan-1 meeting.

(3) Auditor Marianne Nichols was present with staffing requests. Also present were Financial Manager Jill Shacklett and Human Resources Manager Terra Sirevog. M. Nichols proposed increasing a staff member to 4/5<sup>th</sup> time and moving the mail clerk position to one person. The Board was in support, directed HR to develop job descriptions, and then the Board will take action.

(4) The Board met in executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 15 minutes, from 11:00 a.m. to 11:15 a.m. Present were Public Works Office Manager/Risk Manager Linda Darcy and T. Sirevog. An additional 15 minutes was requested until 11:30 a.m.

(5) The Board met in executive session to evaluate the qualifications of applicants, pursuant to RCW 42.30.110(1)(g) for 28 minutes, from 11:32 a.m. to 12:00 p.m. An additional 10 minutes was requested until 12:10 p.m.

(6) The Board recessed for lunch at 12:11 p.m.

(7) The meeting resumed at 1:15 p.m.

(8) Assessor Jim McCroskey was present for an update. Discussed were mailing of the change of valuation notices, new construction, property inspections, and the Board of Equalization appeal process.

(9) The Board met in executive session to evaluate the qualifications of applicants, pursuant to RCW 42.30.110(1)(g) for 60 minutes, from 2:00 p.m. to 3:00 p.m.

(10) Prosecuting Attorney Dolly Hunt was present via Zoom for a legal update. Topics included Request For Proposals process for Weed Board, Risk Manager position, and opioid litigation.

(11) T. Sirevog was present for a Human Resources update. Present via Zoom was Commissioner Programs/HR Assistant Christine Rahoun.

Motion was made by B. Smiley to approve the Payroll Change Notices for Clayton Smith and Andrielle Flavel. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Payroll Change Notice:

Public Works-Roads-

Clayton Smith, Seasonal Summer Road Tech, \$16.64/hr., Effective 6/20/2022

Counseling Services-

Andrielle Flavel, 3/5<sup>th</sup> Time to 4/5<sup>th</sup> Time, Effective 7/1/2022.

T. Sirevog reported on upcoming revisions to the Personnel Policy and Telecommuting Policy, classification project, and staffing.

(12) Motion was made by B. Smiley to sign and send Boy Scout Troop 439 a letter of appreciation for their annual cleanup of POC Park. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

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

(14) Meeting continued to June 21.

June 21, 2022

J. Gentle convened the meeting of the Elected Officials and Department Heads at 9:00 a.m. Present were R. Rosencrantz, B. Smiley, C. Zieske, ITS Director Shane Flowers, Public Works Acting Director George Luft, Sheriff Glenn Blakeslee, Treasurer Nicole Dice, J. McCroskey, M. Nichols, T. Sirevog, J. Shacklett, C. Rahoun, and present via Zoom were 911 Coordinator Steve West, Community Development Director Greg Snow, Counseling Services Acting Administrator Kris Martin, Emergency Management Deputy Director JoAnn Boggs, Weed Control Coordinator Sharon Sorby, and 4-H Youth Development/Master Gardeners Volunteer Coordinator Beverly Sarles. S. Flowers provided an update on security cameras, and J. Shacklett and T. Sirevog reported on the classification project. A roundtable discussion followed.

(15) G. Luft was present for an update. Also in attendance were Assistant Public Works Director Kyel Newberry, Road District Manager Kevin Thomas, Fleet Manager Brian Eglund, Forester Ryder Bricker, and present via Zoom were Fleet Accountant Teresa Deal, Office Manager/Risk Manager Linda Darcy, and Transportation Technical Specialist Ryan Rogers.

R. Bricker recommended a contract for janitorial services at Sweet Creek. Motion was made by R. Rosencrantz to approve the Sweet Creek County Park Janitorial Service with Horton Enterprises, as proposed. Motion was seconded by B. Smiley. Motion carried unanimously.

Horton Enterprises Professional Services Agreement-Janitorial Services  
*CONTRACT NO. 2022-09, COMMISSIONERS' RECORDING*

R. Bricker provided a Parks & Recreation update, including Sweet Creek, County-owned Diamond Lake parcel, and a potential Recreation and Conservation Office grant for park developments.

B. Egland presented a request to purchase a grader. Motion was made by B. Smiley to approve purchase of a 2022 John Deere 772 GP 6-wheel drive motor grader from Papé Machinery under Sourcewell membership, for the price of \$337,021.73 and trade in the 2012 Cat M12 grader for the value of \$110,000, excluding sales tax. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

B. Egland reported on roof repair at District 1 shop and possibility of Risk Manager duties being transferred. K. Thomas gave an update on the BPA plowing interlocal agreement. G. Luft proposed out of class pay during the PW Office Manager transition. K. Thomas requested to attend APWA Conference.

Motion was made by R. Rosencrantz to approve the resolution & contract for the 227 S. Garden HVAC-2022 with Pro Mechanical Services, Inc. Motion was seconded by B. Smiley. Motion carried unanimously.

Resolution Regarding Approval Of The 227 S. Garden HVAC-2022 Contract  
With Pro Mechanical Services, Inc.  
*RESOLUTION NO. 2022-70, COMMISSIONERS' RECORDING*

(16) The Board met in executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 21 minutes, from 11:40 a.m. to 12:01 p.m.

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

(18) The meeting resumed at 1:15 p.m.

(19) Motion was made by R. Rosencrantz to approve the updated use of Spokane County Regional Behavioral Health Administrative Services Organization workforce development funds for actions identified in attached reference table, labeled BH-ASO WFD. Motion was seconded by B. Smiley. Motion carried unanimously.

(20) Motion was made by B. Smiley to approve contract for camera installation with Interwest Communications for \$37,540.00. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(21) Motion was made by B. Smiley to approve the purchase of security cameras, NVR, camera mounts, and other associated software and licenses from GHA Technologies for \$156,262.16. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(22) The Board met in executive session pursuant to RCW 42.30.140(4)(b) for collective bargaining for 60 minutes, from 1:30 p.m. to 2:30 p.m. Present were T. Sirevog and J. Shacklett. B. Smiley was excused at 1:49 p.m. T. Sirevog and J. Shacklett left the session at 2:01 p.m.

(23) Correspondence Received:

- 6.9 T. Sirevog-Letter of Resignation
- 6.10 TEDD/RTPO-6.22.22 Draft Agenda
- 6.11 SCRILS-6.24.22 Agenda
- 6.12 PO Conservation District-6.21.22 Agenda & 5.24.22 Minutes

(24) Correspondence Sent:

Boy Scout Troop 439-Letter of Appreciation

(25) 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	\$ 77,640.47
Counseling Services	\$ 603.32
Fair	\$ 502.56
Park	\$ 37.09
Emergency 911 Communications	\$ 165.00
Growth Management	\$ 9,047.35
Low Income Housing/2060	\$ 662.84
Homeless Program/2163	\$ 4,554.15
Solid Waste	\$ 126.70
Equipment R&R	\$ 36,188.44
IT Services	\$ 1,273.44
Sheriff's Trust	\$ 351.00
Sales/Excise Tax	<u>\$ 6.00</u>
TOTAL	\$ 131,158.36

Checks 203941 through 204000 totaling \$131,047.51 and Electronic Funds Transfer 40853 totaling \$110.85, dated June 20, 2022.

(26)

Meeting adjourned at 2:34 p.m.

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

ATTEST: Crystal Tieske  
Clerk of the Board

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 Chair       Vice Chair       Member