

August 1, 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. J. Gentle offered the invocation and led the flag salute.

(1) B. Smiley provided a report from Eastern Washington Council of Governments meeting. R. Rosencrantz reported from Tri-County Economic Development District, Technical Advisory Committee, and Rural Resources meetings. J. Gentle gave an update from the Martin Hall meeting.

(2) The Board planned their preliminarily 2023 budget. Joining the meeting in progress was Financial Manager Jill Shacklett.

(3) Motion was made by B. Smiley to approve an increase of \$7.50/hour for Crystal Zieske, effective 7/16/2022, while temporarily assuming Human Resources Manager duties, and approve the Payroll Change Notice. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Payroll Change Notice:
Commissioners' Office-

Crystal Zieske, Step 1, \$4,470.14/mo. to \$5,688.89/mo., (*Temporary increase due to assuming HR Manager duties & training HR Office*), Effective 7/16/2022

(4) Motion was made by R. Rosencrantz to approve an increase of \$5.00/hour for Jill Shacklett, effective 7/16/2022, while temporarily assuming Human Resources Manager duties, and approve the Payroll Change Notice. Motion was seconded by B. Smiley. Motion carried unanimously.

Payroll Change Notice:
Auditor's Office-

Jill Shacklett, Step 5, \$6,223.81/mo., to \$7,036.31/mo., (*Temporary increase due to assuming HR Manager duties & training HR Office*), Effective 7/16/2022

(5) Community Development Director Greg Snow was present for an update. Topics included Shoreline Master Program agreement, land use and building permit applications, and SEPA comment period.

Motion was made by B. Smiley to approve the General Agreement And Provisions Of Contract For White Bluffs Consulting, LLC to facilitate updating the Shoreline Master Program. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

General Agreement And Provisions Of Contract For White Bluffs Consulting, LLC
CONTRACT NO. 2022-10, COMMISSIONERS' RECORDING

(6) J. Gentle was excused to participate in the virtual Washington State Association of Counties (WSAC) Virtual Assembly, and the Board recessed for lunch at 11:45 a.m.

(7) The meeting resumed at 1:16 p.m.

(8) J. Gentle provided an update from the WSAC Virtual Assembly.

(9) Weed Control Coordinator Sharon Sorby was present with proposed weed board agreements. Also present were Noxious Weed Control Board Chair Wes Bailey and Member Pam Thomure. S. Sorby reviewed each of the contracts expected to be available for action tomorrow.

(10) Counseling Services Administrator Nicole Vangrimbergen was present for an update and to present several staffing requests.

a) Motion was made by R. Rosencrantz to approve the updated RNP Program Manager supervisor modification on job description. Motion was seconded by B. Smiley. Motion carried unanimously.

b) Motion was made by R. Rosencrantz to approve the updated RNP Supervisor job description and update advertising already on county website. Motion was seconded by B. Smiley. Motion carried unanimously.

c) Motion was made by B. Smiley to approve the updated job description, request to advertise and hire a BHT CJ Program Administrator, Step 1-3 DOE. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

d) Motion was made by B. Smiley to approve the job description, salary line, request to advertise and hire a BHT CJ Behavioral Health Counselor, Step 1-3 DOE. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

e) Motion was made by R. Rosencrantz to approve the job description, salary line, and request to advertise and hire a WISE Mental Health Counselor, Step 1-3 DOE. Motion was seconded by B. Smiley. Motion carried unanimously.

f) Motion was made by B. Smiley to approve the increase for Crisis Services Manager Dawn Tec Yah to a Step 3 (6%) after successful completion of the one-year probationary period. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

g) An update was provided on staff meetings and Community Behavior Health Rental Assistance.

(11) Prosecuting Attorney Dolly Hunt was present via Zoom for a legal update. Also present was Commissioner Programs/HR Assistant Alicia Pereyda. Discussed were public records requests.

(12) Consent Agenda - Motion was made by B. Smiley to approve the Consent Agenda. Motion was seconded by R. Rosencrantz. Motion carried unanimously. The Consent Agenda includes this week's Agenda, the Minutes of the Board's July 26, 2022 meeting and the following items:

Payroll Change Notice:

Counseling Services-

Dawn Tech Yah, Crisis Service Manager, Full-Time, Step 2, \$6,570.51/mo.,
Effective 8/16/2022

Public Works-

Eric Roth, Engineering Department Manager, Full-Time, Step 3, \$8,250.00/mo.,
Effective 8/16/2022

Treasurer's Office-

Laycie Stevens, Accountant II/Tax Specialist, Resignation, Effective 7/29/2022
Lyndsie Halcro, Deputy I Accountant, Resignation, Effective 7/29/2022
Theresa Schoener, Treasury Manager, Resignation, Effective 7/29/2022 (*Change of resignation date from 8/12/22 as presented to BOCC on 6/27/22*)
Leeya Miranda, Deputy III/Revenue Specialist, Full-Time, Step 2, \$3,366.50/mo., Effective 8/4/2022

Auditor's Office-

Stacey Hughes, Certified Elections Admin., Part-Time, Step 2, \$18.94/hr., to Election & Financial Deputy, 4/5th Time, Step 1, \$19.54/hr., Effective 7/16/2022

In The Matter Concerning An Agreement for Provision of Medical Examiner Services to Pend Oreille County

AGREEMENT NO. 2022-39, COMMISSIONERS' RECORDING

Contract Between Pend Oreille County and Youth Emergency Services (YES)

CONTRACT NO. 2022-11, COMMISSIONERS' RECORDING

Contract Between Pend Oreille County and Family Crisis Network

CONTRACT NO. 2022-12, COMMISSIONERS' RECORDING

Distributors Washington Settlement Agreement

AGREEMENT NO. 2022-40, COMMISSIONERS' RECORDING

Approval of Sign-On Bonus Policy-Revised

(13) 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 3:30 p.m. to 4:00 p.m.

(14) Public Comment – Selkirk Sun Owner Sonya Scaufaire was present but did not provide comment.

(15) Motion was made by R. Rosencrantz to send a letter to Paul Edgren dated August 1, 2022 reappointing him to the Planning Commission. Motion was seconded by B. Smiley. Motion carried unanimously.

(16) Meeting continued to August 2.

August 2, 2022

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

(17) B. Smiley reported on the North Pend Oreille Chamber of Commerce meeting, and R. Rosencrantz gave an update from Newport City Council meeting.

(18) Public Works Acting Director George Luft was present for an update. Also in attendance were Assistant Public Works Director Kyel Newberry, Road District Manager Kevin Thomas, Fleet Manager Brian Egland, Forester Ryder Bricker, and present via Zoom were Transportation Technical

Specialist Ryan Rogers, Cost Accountant Tiffany Hansen, Solid Waste Coordinator Amanda Griesemer, and Fleet Accountant/Risk Manager Teresa Deal.

R. Bricker gave updates on Sweet Creek timber sale, upcoming public comment for county-owned Diamond Lake parcel improvements, USAF Survival School request to use Batey-Bould parking lot for an upcoming exercise, and POC Park disc golf. R. Bricker left the update.

A. Griesemer requested to purchase a backhoe, and B. Eglund described the proposed equipment. Motion was made by B. Smiley to approve the Solid Waste purchase of a 2017 John Deere 310 L-EP backhoe for replacement of Solid Waste backhoe John Deere BL310 and put into ER&R, for the grand total of delivered price including freight and sales tax of \$95,420.00. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

B. Eglund requested the purchase of sheriff vehicles. Motion was made by R. Rosencrantz to approve the purchase from State contract three 2023 Ford F150 pursuit-rated pickups, white in color, and one 2023 Ford F150 pursuit-rated, gray metallic, for the cost of \$228,312.08, including sales tax from Bud Clary Auto Dealership. Motion was seconded by B. Smiley. Motion carried unanimously. B. Eglund left the meeting.

G. Luft recommended the award for winter sand. Motion was made by B. Smiley to award the 2022 Winter Sand-North County to Dawson Construction at \$8.45/per cubic yard, plus tax. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

A discussion was held on the vacant mechanic position, training on equipment, and sand production.

(19) Quote Opening-2022 Road Salt. Present were K. Thomas, G. Luft, and A. Pereyda. The hearing was opened, and the notice was read. Bids were received from GMCO Corporation of Rifle, CO for \$127.95/ton plus tax for a grand total of \$41,340.65; and Envirotech Services of Greeley, CO for \$160.00/ton plus tax for a grand total of \$51,696.00.

No comments were received. K. Thomas requested permission to evaluate the quotes and present the award recommendation next week during the Public Works update. The hearing was closed.

(20) The Board held an ER&R Overhead Rates Workshop. Present were Professional Engineer Don Ramsey, G. Luft, B. Eglund, T. Deal, K. Newberry, and via Zoom was T. Hansen. T. Deal presented a PowerPoint on ER&R 2023 Overhead Rates and D. Ramsey presented ER&R Compliance. Reports were also provided on Overhead Computation and Fund Balance Test.

(21) The Board recessed for lunch at 12:09 p.m.

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

(23) A volunteer interview was held for the POC Library Board of Trustees. Present in person was the candidate.

(24) Motion was made by R. Rosencrantz to appoint Brad Bardwell to the POC Library Board of Trustees, and send the letter dated August 2, 2022 to that effect. Motion was seconded by B. Smiley. Motion carried unanimously.


Chair


Vice Chair


Member

(25) A Community Economic Revitalization Board (CERB) Grant 101 discussion was held. Present were Economic Development Director Jamie Wyrobek, Department of Commerce CERB Outreach Specialist Leslie Wolff, Newport City Administrator Abby Gribi, Pend Oreille Valley Railroad Manager Kelly Driver, Kalispel Tribe Associate Planner Madi Casto, and K. Newberry, and via Zoom were Kalispel Tribe Career Training Director Colene Rubertt, Russ Pelleberg, McCanna Engineering, Gretchen Koenig, and Dario Nila. A presentation was given on CERB Administered Programs.

(26) Correspondence Received:

- 8.1 Martin Hall- Meeting Packet 7.28.22 Agenda & 6.23.22 Minutes
- 8.2 Eastern Washington Council of Governments-Minutes 5.27.22
- 8.3 P. Edgren- Request for Reappointment to Planning Commission
- 8.4 Town of Metaline Falls/T. Leininger-Letters re: Bigfoot Festival Future
- 8.5 NPO Chamber of Commerce-8.1.22 Agenda
- 8.6 Dept. Of The Airforce Headquarters 336th Training Group (AETC) Fairchild-Request for Use Authorization
- 8.7 POC Fair and Rodeo Association- 8.2.22 Agenda & 7.5.22 Minutes

(27) Correspondence Sent:

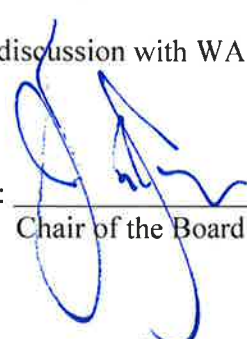
- P. Edgren-Letter of Reappointment to Planning Commission
- B. Bardwell-Letter of Appointment to POC Library Board of Trustees

(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	\$ 82,327.56
Counseling Services	\$ 6,105.20
Fair	\$ 260.64
Road	\$ 46,235.24
Treasurer's O&M	\$ 141.72
Emergency 911 Communications	\$ 1,063.81
Growth Management	\$ 11,489.44
Solid Waste	\$ 12,817.60
IT Services	\$ 3,424.36
Sheriff's Trust	<u>\$ 1,078.00</u>
TOTAL	\$164,943.57

Checks 204944 through 204990 totaling \$164,943.57, dated August 1, 2022.

(29) J. Gentle was excused to participate in a Risk Assessment discussion with WA State Auditor's Office, and the meeting adjourned at 3:44 p.m.

APPROVED:  _____
Chair of the Board

ATTEST:  _____
Clerk of the Board