

September 12, 2022

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 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) B. Smiley gave updates from Cusick Town Council, Fair Board, and Ione Town Council meetings.

(2) The Board held a Staffing Workshop. Present were Assessor Jim McCroskey, Commissioner Programs/HR Assistant Alicia Pereyda, Counseling Services Director Nicole Vangrimbergen, Economic Development Director Jamie Wyrobek, Facilities Maintenance Supervisor Ben Eggleston, Human Resources Manager Kay Frankson, ITS Director Shane Flowers, Treasurer Nicole Dice, Grant Writer Stacy Carter, Acting Weed Control Coordinator Loretta Nichols, Auditor Marianne Nichols, and via Zoom were County Clerk Tammie Ownbey, Weed Control Coordinator Sharon Sorby, Community Development Director Greg Snow, District Court Judge Robin McCroskey, and Office Administrator/Legal Assistant Tricia Shanholtzer.

(3) J. Gentle was excused to participate in the virtual Washington State Association of Counties (WSAC) Virtual Assembly, and the Board recessed for lunch at 11:59 a.m.

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

(5) R. Rosencrantz reported from Northeast Tri County Health District's budget meeting and Newport City Council.

(6) Public Records Officer David Whiting was present for an update. Also present were M. Nichols and S. Flowers, and via Zoom was Prosecuting Attorney Dolly Hunt. Topics included review of job description, recent and current activity, future goals, and reminders of mindful practices for elected officials.

(7) D. Hunt was present via Zoom for a legal update. Topics included opioid litigation, personnel policy update, public records requests, and stock-restricted areas.

(8) J. Gentle gave a report from the WSAC Virtual Assembly.

(9) 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 September 6, 2022 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 9/9/22):      \$49,141.22

Payroll Change Notice:

Counseling Services-

Nichole Packwood, Receptionist, Step 2, \$2,786.12/mo., Effective 9/16/2022

Public Works-Roads-

Aaron Eggleston, Seasonal Summer Road Tech, Resignation (*End of seasonal temporary work*), Effective 9/8/2022

Clayton Smith, Seasonal Summer Road Tech, Resignation (*End of seasonal temporary work*), Effective 9/8/2022

Tanner Shanholtzer, Seasonal Summer Road Tech, Resignation (*End of seasonal temporary work*), Effective 9/8/2022

Resolution Designating Applicant Agent (Hazard Mitigation Grant Program Sub-Application and Grant)

*RESOLUTION NO. 2022-94, COMMISSIONERS' RECORDING*

Agreement for the Removal/Recycling of Metal Commodities from Pend Oreille County South County Transfer Station

*AGREEMENT NO. 2022-52, COMMISSIONERS' RECORDING*

(10) K. Frankson was present for a Human Resources update. Also present was A. Pereyda. Discussed were recruiting and proposed HR processes regarding interviews.

(11) S. Carter was present for a Grant Writer update. An overview of current activities was provided.

(12) Public Comment–Bob Rumsey and Newport Miner News Editor Don Gronning were present but did not provide comment.

(13) The Board met in executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 25 minutes, from 4:05 p.m. to 4:30 p.m.

(14) Meeting continued to September 13.

#### September 13, 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, Financial Manager Jill Shacklett, Public Works Acting Director George Luft, Sheriff Glenn Blakeslee, S. Carter, J. McCroskey, M. Nichols, T. Ownbey, N. Dice, N. Vangrimbergen, L. Nichols, and present via Zoom were Engineering Technician/ Contracting & Procurement Agent Mike Kirkwood, 911 Coordinator Steve West and S. Sorby. A roundtable discussion was held.

(15) J. Shacklett was present for an American Rescue Plan Act audit report. Also present were M. Nichols and N. Dice. J. Shacklett explained allowable expenditures and guidelines on how ARPA funds need to be classified for auditing purposes.

(16) The Board hosted a Snowplowing Policy workshop. Present were G. Luft, Assistant Public Works Director Kyel Newberry, Road District Manager Kevin Thomas, M. Kirkwood, and present via zoom were Cost Accountant Tiffany Hansen and Engineering Department Manager Eric Roth. G. Luft presented the Winter Maintenance Policy, with suggested revisions, as well as the plan for winter maintenance on school bus routes. E. Roth joined in person while the update was in progress.

(17) G. Luft was present for a Public Works update. Also in attendance were K. Newberry, K. Thomas, M. Kirkwood, B. Eggleston, and present via Zoom were T. Hansen, Newport Miner Publisher Michelle Nedved, Fleet Accountant/Risk Manager Teresa Deal, and D. Gronning.

M. Kirkwood presented a proposal to implement fees for issuance of over-legal hauling permits, then left the update. G. Luft discussed the proficient timeframe of the District 2 sand haul, scheduling a field trip for the Commissioners to observe a drone flight, Jabberwocky Lane right-of-way, and a potential job of mechanics assistant/oiler position. B. Eggleston discussed the POC Fair water system, then left the update.

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

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

(20) R. Rosencrantz requested to send a letter of support for Tri-County Economic Development District. Motion was made by R. Rosencrantz to sign and send a letter of support for TEDD's Technical Assistance Grant to Mike Moe, Director of Strategic Partnerships and Tourism Development, for the State of Washington Tourism to promote tourism in the state of Washington. Motion was seconded by B. Smiley. Motion carried unanimously.

(21) The Board met in executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 20 minutes, from 1:45 p.m. to 2:05 p.m. Present was C. Zieske. An additional 25 minutes was requested until 2:30 p.m.

(22) M. Nichols and J. Shacklett were present for a 2023 Preliminary Budget Workshop. Also in attendance via Zoom was N. Dice. Departmental budgets were reviewed. R. Rosencrantz asked whether the Washington State Department of Commerce grant in the amount of \$300,000 made previously to the EDC/Hi Test might be called for repayment by Commerce, and whether in that case Pend Oreille County might bear ultimate liability. M. Nichols and J. Shacklett replied that they believe Hi Test is solely responsible, but they will inquire of Commerce and report back.

(23) The Board conducted a volunteer interview for the Parks & Recreation Advisory Board. Aside from the candidate, Forester/Lands Manager/Parks & Recreation Director Ryder Bricker was present.

(24) Motion was made by R. Rosencrantz to appoint Lyndsie Halcro to the Parks & Recreation Advisory Board and send a letter to that effect, effective September 13, 2022. Motion was seconded by B. Smiley. Motion carried unanimously.

(25) Correspondence Received:

- 9.3 M. Bjork-Haugen-Letter Requesting Reappointment to Civil Service Commission
- 9.4 SCRILS-9.16.22 Agenda
- 9.5 Weed Board-9.14.22 Agenda & 8.10.22 Minutes & 9.7.22 Special Meeting Minutes
- 9.6 North Pend Oreille Chamber of Commerce-Membership Application

(26) Correspondence Sent:

M. Moe/State of Washington Tourism-Letter of Support for TEDD's Technical Assistance Grant

(27) 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	\$ 693,759.27
Counseling Services	\$ 183,484.89
Crime Victims Compensation	\$ 331.21
Fair	\$ 3,860.80
Park	\$ 7,275.21
Road	\$ 98,174.71
Timber Sales	\$ 2,419.19
Treasurer's O&M	\$ 93.34
Auditor's O&M	\$ 4,680.14
Emergency 911 Communications	\$ 7,329.95
Public Facilities	\$ 6,214.68
Mental Health Tax	\$ 1,043.75
American Rescue Plan Act	\$ 3,812.05
Capital Projects	\$ 103,978.52
Solid Waste	\$ 77,968.09
Risk Management	\$ 332.79
Equipment R&R	\$ 23,679.18
IT Services	\$ 32,021.89
Sheriff's Trust	<u>\$ 516.00</u>
TOTAL	<u>\$1,250,975.66</u>

Checks 205753 through 205798 totaling \$95,281.85 and Electronic Funds Transfers 42359 through 42368 totaling \$255,898.55, and Checks 205738 through 205752 totaling \$10,844.74 and Electronic Funds Transfers 42307 through 42358 totaling \$60,256.25, and Checks 205734 through 205737 totaling \$5,842.46 and Electronic Funds Transfers 42090 through 42306 totaling \$346,146.00, and Electronic Funds Transfer 42369 totaling \$446.18, dated September 9, 2022. Includes Jr. Taxing Districts.

Checks 205800 through 205892 totaling \$644,658.95, and Electronic Funds Transfer 42370 totaling \$34.84, dated September 12, 2022.

(28) Meeting adjourned at 4:12 p.m.

APPROVED: \_\_\_\_\_

Chair of the Board

ATTEST: \_\_\_\_\_

Clerk of the Board