

December 19, 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. R. Rosencrantz offered the invocation and led the flag salute.

(1) R. Rosencrantz gave reports from Rural Resources and Mental Health Chemical Dependency Advisory Committee meetings. B. Smiley provided updates from Metaline Falls Town Council, Metaline Town Council, Fire District #2 levy information meeting, and Jermain Fire Station community meeting.

(2) Assessor Jim McCroskey was present to discuss Open Space/Ag Conservation Applications. It was determined to keep the program under the Assessor's purview.

(3) The Board met in closed session pursuant to RCW 42.30.140(4)(b) for collective bargaining for 30 minutes, from 10:00 a.m. to 10:30 a.m. Present were Human Resources Manager Brenda Miller and Financial Manager Jill Shacklett.

(4) Counseling Services Director Nicole Vangrimbergen was present for an update. Topics included staffing, Pilot Projects to Advance Harm Reduction and Public Safety Partnerships to Prevent Overdose, contract monitoring, and potential land acquisition.

(5) The Board met in executive session to conduct an interview pursuant to RCW 42.30.110(1)(g) for 67 minutes, from 10:53 a.m. to 12:00 p.m. Present were Community Development Director Greg Snow and B. Miller. The candidate joined the meeting at 11:00 a.m. and left at 11:58 a.m.

(6) J. Gentle was excused to participate in the Washington State Association of Counties (WSAC) Virtual Assembly and the Board recessed for lunch at 12:00 p.m.

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

(8) Consent Agenda - Motion was made by B. Smiley to approve the Consent Agenda, with the addition of the interlocal agreement for jail services with City of Newport. Motion was seconded by R. Rosencrantz. Motion carried unanimously. The Consent Agenda includes this week's Agenda, the Minutes of the Board's December 12, 2022 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 12/16/22): \$212,646.18

Payroll Change Notice:

Noxious Weed-

Dawson Baldwin, Seasonal Field Inspector, Resignation (*End of Seasonal Work*),  
Effective 10/31/2022

Public Works-Roads-

Bob Cox, Temp Winter Road Tech, Step 1, \$22.68/hr., Effective 12/16/2022

Dennis Biehl, Paid Administrative Leave, Effective 12/9/2022

Kevin Thomas, Road District Manager to Road District Superintendent (*Change to title only*), Effective 12/7/2022

Mike Kirkwood, Temporary Parks Director, \$520.83/mo. (*Taking on additional duties to fulfill the Temporary Parks Director position*), Effective 12/16/2022

Dennis Biehl, Paid Administrative Leave to Return to Regular Employment,  
Effective 12/14/2022

Public Works-

Christy Parry, Office Manager/Cost Accountant, Full-time, Step 2, \$4,737.37/mo.,  
Effective 12/16/2022

Public Works-ER&R-

Teresa Deal, Fleet Accountant/Risk Manager, \$5,266.21/mo. to \$4,453.72/mo.  
(Removal of temporary \$5.00/hr. increase due to assuming Cost Accountant  
duties), Effective 12/16/2022

2023 Pend Oreille County Capital Projects/Public Facilities Plan Element of Comprehensive  
Plan

*RESOLUTION NO. 2022-114, COMMISSIONERS' RECORDING*

Contract For Services Between Pend Oreille County, Washington And Family Crisis  
Network

*CONTRACT NO. 2022-17, COMMISSIONERS' RECORDING*

Interlocal Agreement For Jail Services For 2023-2025 Between The City Of Newport,  
Washington And Pend Oreille County, Washington

*CONTRACT NO. 2022-18, COMMISSIONERS' RECORDING*

Approve Rollover Of Nine Days Of Unused 2022 Vacation Time For Kris Martin, As  
Vacation Was Not Utilized Due To Serving As Interim Director And Onboarding New  
Director

Approve Hours Increase From 3/5<sup>th</sup> Time To 4/5<sup>th</sup> Time For Angela Pavey

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

(10) The Board left their meeting room at 1:30 p.m., along with C. Zieske, to visit county offices,  
delivering Christmas cards, and returned at 2:50 p.m.

(11) The Board met in executive session to conduct an interview pursuant to RCW 42.30.110(1)(g)  
for 75 minutes, from 3:00 p.m. to 4:15 p.m. Aside from the candidate joining via Zoom, the  
following were also present: G. Snow and B. Miller. The candidate left the session at 3:43 p.m. The  
Board concluded the Executive Session at 3:58 p.m. and resumed Open Session at 4:15 p.m.

(12) Public Comment—No members of the public were present for comment.

(13) Motion was made by R. Rosencrantz to hire Craig Jackson as Public Works Director at a yearly  
salary of \$120,000, effective March 1, 2023. Motion was seconded by B. Smiley. Motion carried  
unanimously.

(14) Meeting continued to December 20.

December 20, 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, Commissioner Programs/HR Assistant Alicia Pereyda,

Auditor Marianne Nichols, ITS Director Shane Flowers, Prosecuting Attorney Dolly Hunt, Public Works Acting Director George Luft, Sheriff Glenn Blakeslee, Treasurer Nicole Dice, Acting Weed Control Coordinator Loretta Nichols, Grant Writer Stacy Carter, Economic Development Director Jamie Wyrobek, B. Miller, J. McCroskey, N. Vangrimbergen, J. Shacklett, and present via Zoom were Engineering Technician/Contracting & Procurement Agent Mike Kirkwood, District Court Judge Robin McCroskey, and Transportation Technical Specialist Ryan Rogers. A roundtable discussion was held.

(15) D. Hunt was present via Zoom for a legal update. Topics included potential EMS District, staffing, and a case management system.

Motion was made by B. Smiley to approve the request to execute the agreement for specialized coroner services with Keith Campbell. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Resolution Regarding Approval of Specialized Coroner Services Agreement with Keith Campbell

*RESOLUTION NO. 2022-115, COMMISSIONERS' RECORDING*

(16) G. Luft was present for a Public Works update. Also in attendance were Road District Superintendent Kevin Thomas and M. Kirkwood.

Motion was made by R. Rosencrantz to adopt the 2023 to 2028 Six Year Transportation Improvement Program and the 2023 Annual Construction Program. Motion was seconded by B. Smiley. Motion carried unanimously.

Approving and Adopting 2023-2028 Six Year Transportation Improvement Program and 2023 Annual Construction Program

*RESOLUTION NO. 2022-116, COMMISSIONERS' RECORDING*

Motion was made by B. Smiley to approve the Chair of the Board of County Commissioners to sign Agreement No. WR 921-064 for Snow Plowing and Removal at Geophysical Snow Park, Kings Lake Sno-Park, and Hanks Butte Sno-Park. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Agreement Between Washington State Parks And Recreation Commission And Pend Oreille County Hanks Butte, Kings Lake, & Geophysical Sno-Parks Snow Removal Services

Agreement No. WR 921-064 Amendment No. Four (4)

*AGREEMENT NO. 2022-64, COMMISSIONERS' RECORDING*

Motion was made by R. Rosencrantz to approve the rollover of vacation time in excess of 30 days from 2022 for George Luft, for up to 40 hours. It is understood that the excess vacation will be used within the 1<sup>st</sup> quarter of 2023. Motion was seconded by B. Smiley. Motion carried unanimously.

K. Thomas led a discussion on installing and activating GPS software on county equipment. Approval was tabled until projected costs can be provided. G. Luft provided an update on subdivision road issues. M. Kirkwood provided a Parks update. Topics included Sweet Creek, POC Park snowplowing and a hazard tree, and Lake Newport State Park access. M. Kirkwood left the update.

(17) Motion was made by R. Rosencrantz to approve the contract of employment with Pend Oreille County and Nardos Scott. Motion was seconded by B. Smiley. Motion carried unanimously.

Contract of Employment between Pend Oreille County, Washington c/o Superior Court Clerk and Nardos Scott  
*CONTRACT NO. 2022-19, COMMISSIONERS' RECORDING*

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

(19) The meeting resumed at 1:00 p.m.

(20) The Board spent the afternoon visiting county departments, delivering Christmas cards, along with C. Zieske.

(21) Correspondence Received:

- 12.16 Martin Hall-12.15.22 Agenda & 11.17.22 Minutes
- 12.17 Northeast Tri County Health District-Re: Appointment Letter
- 12.18 WSLCB-Usk Bar and Grill Liquor License Number 353687 Discontinued
- 12.19 Mental Health Chemical Dependency Advisory Council-12.14.22 Minutes
- 12.20 Riverside Cemetery District 3-Resolution 2022-2 Budget Adoption
- 12.21 POCD-12.20.22 Agenda & 10.18.22 and 11.15.22 Minutes

(22) 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	\$ 238,926.92
Arts, Tourism, & Recreation	\$ 3,870.45
Counseling Services	\$ 4,339.74
Fair	\$ 766.03
Park	\$ 3,590.73
Road	\$ 35,171.64
American Rescue Plan Act	\$ 19,854.25
Solid Waste	\$ 10,370.92
Equipment R&R	\$ 33,903.93
IT Services	\$ 13,882.15
Sheriff's Trust	\$ 507.00
Sales/Excise Tax	<u>\$ 2,138.96</u>
TOTAL	<u>\$ 367,322.72</u>

Checks 207768 through 207866 totaling \$361,493.09 and Electronic Funds Transfers 43887 through 43888 totaling \$5,829.63, dated December 19, 2022.

(23) Meeting adjourned at 4:02 p.m.

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

ATTEST: Crystal Zieske  
Clerk of the Board