

April 10, 2023

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

- (1) Financial Manager Jill Shacklett was present to provide information on county grants.
- (2) R. Rosencrantz provided a report from Cusick Town Council.
- (3) Lobbyist Zak Kennedy was present via Zoom for a legislative update. Present via Zoom was Newport Miner News Editor Don Gronning.
- (4) R. Rosencrantz and B. Smiley gave an update from Congresswoman Cathy McMorris Rodgers' recent visit to POC.
- (5) Auditor Marianne Nichols and J. Shacklett were present for a 1<sup>st</sup> Quarter budget report. An update was provided on current expense budget and cash flow, as well as a comparison of 1<sup>st</sup> Quarter 2023 versus 2022.
- (6) J. Gentle was excused to participate in the Washington State Association of Counties (WSAC) Virtual Assembly, and the Board recessed for lunch at 11:46 a.m.
- (7) The meeting resumed at 1:15 p.m.
- (8) J. Shacklett was present to provide more information on county grants.
- (9) Consent Agenda - Motion was made by J. Gentle 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 April 3, 2023 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 4/7/23):	\$247,144.11
Investment Earnings (through March 31-Corrected Final):	\$186,524.15
Investment Earnings (through February 28-Corrected Final):	\$129,017.46
Investment Earnings (through January 31-Corrected Final):	\$ 63,984.11
Investment Earnings (through December 31-Corrected Final):	\$212,646.18

Payroll Change Notice:

Counseling Services-

Ryan Rogers, RNP Outreach Navigator, Paid Admin Leave, Effective 4/3/2023

Ryan Rogers, RNP Outreach Navigator, Resignation, Effective 4/4/2023

Request to Advertise & Hire, Steps 1-3 DOE: RNP Outreach Navigator

Resolution Regarding Approval of an Interlocal Agreement between Pend Oreille County and Benton County for OnBase Administrator Services

*RESOLUTION NO. 2023-26, COMMISSIONERS' RECORDING*

  
Chair

  
Vice Chair

  
Member

Distribution of 2022 PUD Privilege Taxes  
*RESOLUTION NO. 2023-27, COMMISSIONERS' RECORDING*

In The Matter Of Executing an Interagency Agreement between Pend Oreille County and the Washington State Department of Agriculture-Pend Oreille County Noxious Weed Control Board-Contract Number K4397  
*RESOLUTION NO. 2023-28, COMMISSIONERS' RECORDING*

*Proclamation: Public Safety Telecommunicators Week - April 9-15, 2023*

(10) Proposals Opening-Treatment Sales Tax. Present were Behavioral Health Criminal Justice Program Administrator Lucretia Gill, Counseling Services Business Manager Kris Martin, J. Shacklett, and via Zoom were D. Gronning and Gloria Jean Wells. The hearing was opened, and the notice was read.

A bid was received from Catholic Charities Eastern Washington of Spokane, WA for \$40,000.00 to reserve one room at St. Margaret's Shelter in Spokane to provide temporary shelter, with complete supportive services and care coordination for one year, from 7/1/2023-6/30/2024. Eligibility would be based on households with children under age 18 where the head of household has a mental health disorder, substance use disorder, or co-occurring disorder. Referred households must also be experiencing homelessness or housing instability or be at risk of homelessness (e.g., people exiting jail without a place to live). Referrals will be received from the Pend Oreille County Courts.

Clarifying questions regarding transportation availability and size of household were asked by the Board, and comments were received from J. Wells. L. Gill requested permission to review the proposal for completeness and present the award recommendation at a later time. The hearing was closed.

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

(12) The Board hosted a Clean Energy Coalition (CEC) update. In attendance were Grant Writer Stacy Carter, Economic Development Director Jamie Wyrobek, J. Shacklett, Newport City Administrator Abby Gribi, Port of Pend Oreille Commissioner Kim Gentle, CEC Member Amy Sawyer, Newport Mayor Keith Campbell, Kalispel Tribe Associate Planner Madi Casto, Pend Oreille Valley Railroad Manager Kelly Driver, and via Zoom were Newport Miner Publisher Michelle Nedved, Selkirk Sun, and D. Gronning. A PowerPoint presentation was given, including membership roles, organizational structure examples, and scope of work.

(13) Prosecuting Attorney Dolly Hunt was present via Zoom for a legal update. Discussed was the update to the Public Records Request Policy.

(14) Subrecipient agreements were presented by C. Zieske, after recommendation by POC's ARPA Committee. Motion was made by R. Rosencrantz to approve the Subrecipient Agreement between Pend Oreille County and YES of Pend Oreille County for \$65,000.00. Motion was seconded by J. Gentle. Motion carried unanimously.

Subrecipient Agreement between Pend Oreille County and YES of Pend Oreille County  
*CONTRACT NO. 2023-09, COMMISSIONERS' RECORDING*

  
Chair

  
Vice Chair

  
Member

(15) Motion was made by J. Gentle to approve the Subrecipient Agreement between Pend Oreille County and Pend Oreille County Fire District #2 for \$27,000.00. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Subrecipient Agreement between Pend Oreille County and Pend Oreille County Fire District #2

*CONTRACT NO. 2023-10, COMMISSIONERS' RECORDING*

(16) Motion was made by R. Rosencrantz to approve the Subrecipient Agreement between Pend Oreille County and The Cutter Theatre for \$15,200.00. Motion was seconded by J. Gentle. Motion carried unanimously.

Subrecipient Agreement between Pend Oreille County and The Cutter Theatre

*CONTRACT NO. 2023-11, COMMISSIONERS' RECORDING*

(17) B. Smiley presented an invoice for payment from the Hotel/Motel Tax as follows: Selkirk Sasquatch Events, \$583.22. Motion was made by J. Gentle to approve the Hotel/Motel Tax invoices for \$583.22. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(18) Human Resource Director Brenda Miller was present for an update. Topics included an update on personnel vacancy rate at 7.4%, recently attended Washington Counties Risk Pool Conference, upcoming HR class on digital forensics, draft Telecommuting Policy, and light duty status.

(19) Public Comment –Norm Smith, Don Gronning, Selkirk Sun, Michelle Nedved, and J. Wells were present via Zoom for comment. J. Wells (Earth Day) provided comment.

(20) Motion was made by R. Rosencrantz to sign as co-sponsors the EWCoG April 4, 2023 letter of opposition to Senators Murray and Cantwell, Representatives McMorris Rodgers and Newhouse, and Governor Inslee stating our firm opposition to breaching the four Lower Snake River Dams. Motion was seconded by J. Gentle. Motion carried unanimously.

(21) Meeting continued to April 11.

April 11, 2023

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

(22) Public Works Director Craig Jackson was present for an update. Also in attendance were Assistant Public Works Director George Luft, Assistant Public Works Director Kyel Newberry, Engineering Technician/Contracting & Procurement Agent Mike Kirkwood, District 1 Foreman Roy Anderson, and present via Zoom were Office Manager/Cost Accountant Christy Parry and Engineering Department Manager Eric Roth.

a) M. Kirkwood requested the approval of an appraisal for a proposed land swap. Motion was made by J. Gentle to sign the resolution and Agreement with AMPAC Appraisal for services related to the proposed land swap for access to Lake Newport State Park for \$750.00 per parcel, totaling \$1,500.00. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Resolution Regarding Approval of the Appraisal Services Agreement-AMPAC Appraisal  
*RESOLUTION NO. 2023-29, COMMISSIONERS' RECORDING*

b) Motion was made by R. Rosencrantz to approve Public Works' recommendation to reject the 2023 Fog Oil bid submitted by Idaho Asphalt Supply, Inc. for Schedule II Alternate Rapid Cure Fog Oil Product, and accept the bid for Schedule I CSS-1 Fog Oil. Motion was seconded by J. Gentle. Motion carried unanimously.

c) Motion was made by J. Gentle to approve Public Works' recommendation to award the 2023 Fog Oil Award, Schedule I CSS-1 Fog Oil to Idaho Asphalt for \$423.70 per ton. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Motion was made by J. Gentle to approve Public Works' recommendation to award the 2023 Fog Oil Award, Alternate Bid Schedule II CSS-1 Rapid Cure product to Ergon Asphalt & Emulsions for \$435.00 per ton. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

d) Motion was made by R. Rosencrantz to approve Public Works' recommendation to award the 2023 Gravel Road Stabilization Project to GMCO Corporation for \$184.33 per ton, totaling \$87,556.75. Motion was seconded by J. Gentle. Motion carried unanimously.

e) M. Kirkwood explained that multiple vendor awards of Hot Mix Asphalt will enable the County to have material availability on any day needed and will allow for choosing a vendor source closer to any given project location, reducing haul distance and transportation costs.

Motion was made by J. Gentle to approve Public Works' recommendation to award the 2023 HMA bid to Interstate Concrete & Asphalt Company at Rathdrum Plant for \$72.00/ton, Sandpoint Plant for \$81.00/ton, and Colville Plant for \$81.00/ton. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Motion was made by J. Gentle to approve Public Works' recommendation to award the 2023 HMA bid to Central Manufacturing Inc. at the Colville Plant for \$75.00/ton. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Motion was made by J. Gentle to approve Public Works' recommendation to award the 2023 HMA bid to Inland Asphalt Company at the Spokane North Plant for \$78.00/ton and Spokane Valley Plant for \$76.00/ton. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Motion was made by J. Gentle to approve Public Works' recommendation to award the 2023 HMA bid to Poe Asphalt Paving, Inc. at the Rathdrum Plant for \$73.00/ton and at their South Spokane Plant for \$71.50/ton. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

f) G. Luft reported that an on-call Anderson Environmental contract was overlooked to be signed after the initial award and requested Board signatures. Motion was made by R. Rosencrantz to approve and sign the on-call environmental contract with Anderson Environmental. Motion was seconded by J. Gentle. Motion carried unanimously.

Consultant Agreement for On-Call Environmental-Anderson Environmental  
*CONTRACT NO. 2023-12, COMMISSIONERS' RECORDING*

  
Chair

   
Vice Chair Member

g) M. Kirkwood provided a Parks & Recreation report, including access to Lake Newport State Park and POC Park construction of disc golf parking and RV sites.

h) C. Jackson requested the hiring of a County Engineer. The Board will verify the budget before taking action.

i) K. Newberry stated the need to authorize Craig Jackson with signatory rights for federal projects. Motion was made by J. Gentle to authorize Craig Jackson, Public Works Director, signatory rights to sign all documents pertaining to the operations of the Public Works Department and sign the resolution. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Signatory Authority on Federal Reimbursement Requests and Road Department Items  
*RESOLUTION NO. 2023-30, COMMISSIONERS' RECORDING*

j) C. Jackson reported on the joint Public Works meeting with Bonner County regarding the interlocal agreement and described a City of Newport request for HMA maintenance. R. Anderson expressed reservations with the proposed paving project, due to lack of manpower and size of project. E. Roth joined the meeting in person. The gravel rehabilitation program was discussed, including proper ditching for drainage, new gravel, and dust control. C. Jackson reviewed the department budget. C. Parry joined the update in person.

(23) Motion was made by R. Rosencrantz to proclaim April 22, 2023 as Pend Oreille County Earth Day and sign the proclamation stating that. Motion was seconded by J. Gentle. Motion carried unanimously.

*Proclamation: Pend Oreille County Earth Day- April 22, 2023*

(24) R. Rosencrantz presented a request from the Kalispel Tribe to send a letter of support for the Usk Bridge Shared-Use Pathway. Motion was made by R. Rosencrantz to sign and send a support letter to Senator Short dated April 11, 2023 regarding the Usk Bridge Shared-Use Pathway. Motion was seconded by J. Gentle. Motion carried unanimously.

Motion was made by J. Gentle to sign and send a support letter to Representative Maycumber regarding the Usk Bridge Shared-Use Pathway. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Motion was made by R. Rosencrantz to sign and send a support letter to Representative Kretz regarding the Usk Bridge Shared-Use Pathway. Motion was seconded by J. Gentle. Motion carried unanimously.

(25) Treasurer Nicole Dice was present for an update. Discussed were banking and investments.

(26) Grant Writer Stacy Carter was present for an update. Topics included scope of work, grant opportunities, and scoring rubric.

(27) J. Shacklett was present to discuss the budget and the requested County Engineer position. Joining via teleconference was B. Miller.

  
Chair

   
Vice Chair      Member

Motion was made by J. Gentle to approve the job description and advertise and hire the position of County Engineer at a wage range of \$90,000.00 to \$110,000.00 DOE. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(28) The Board recessed for lunch at 12:27 p.m., and J. Gentle was excused to attend the LSC meetings in Olympia.

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

(30) Correspondence Received:

- 4.5 U.S. Department of the Interior/Bureau of Indian Affairs-Letter re: Decision to Acquire in Trust for the Kalispel Indian Tribe
- 4.6 POC Weed Board-4.12.23 Agenda & 3.8.23 Minutes
- 4.7 NPO Chamber of Commerce-3.9.23 Minutes

(31) Correspondence Sent:

- Proclamation:* Public Safety Telecommunicators Week - April 9-15, 2023
- P. Murray/M. Cantwell/C. McMorris Rodgers/D. Newhouse-Letter of Opposition to Breaching the Four Lower Snake River Dams
- Proclamation:* Pend Oreille County Earth Day- April 22, 2023
- J. Maycumber-Support Letter re: Usk Bridge Shared-Use Pathway
- J. Kretz-Support Letter re: Usk Bridge Shared-Use Pathway
- S. Short-Support Letter re: Usk Bridge Shared-Use Pathway

(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	\$ 433,228.07
Arts, Tourism, & Recreation	\$ 383.53
Counseling Services	\$ 105,408.97
Crime Victims Compensation	\$ 356.94
Fair	\$ 810.76
Law Library	\$ 81.32
Park	\$ 405.27
Road	\$ 264,663.55
Road Retainage	\$ 94,117.72
Veterans Assistance	\$ 622.94
Trial Court Improvement	\$ 59.64
Emergency 911 Communications	\$ 74,390.94
Public Facilities	\$ 4,189.70
American Rescue Plan Act	\$ 4,290.79
Mental Health Tax	\$ 1,370.26
Capital Projects	\$ 74.08
Solid Waste	\$ 25,085.50
Risk Management	\$ 1,683.25
Equipment R&R	\$ 53,608.81
IT Services	\$ 26,762.51
Sheriff's Trust	<u>\$ 999.00</u>

  
Chair

  
Vice Chair

  
Member


TOTAL

\$ 1,092,593.55

Checks 209900 through 209951 totaling \$101,091.08 and Electronic Funds Transfers 45964 through 45973 totaling \$268,515.45, and Checks 209875 through 209898 totaling \$4,645.84, and Electronic Funds Transfers 45677 through 45749 totaling \$75,253.93, and Check 209899 totaling \$1,787.47, and Electronic Funds Transfers 45750 through 45963 totaling \$368,790.45, dated April 10, 2023. Includes Jr. Taxing Districts.

Checks 209952 through 210060 totaling \$448,798.56, dated April 10, 2023.

(33) The Board left their meeting room to independently visit county departments and outside meetings, so the meeting adjourned at 1:49 p.m.

APPROVED:   
Chair of the Board

ATTEST:   
Clerk of the Board

  
Chair

  
Vice Chair

  
Member