

December 18, 2023

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 Brian Smiley, Vice Chair Robert Rosencrantz, and Clerk of the Board Crystal Zieske. Commissioner John Gentle was present via Zoom. R. Rosencrantz offered the invocation and led the flag salute.

(1) Motion was made by J. Gentle to authorize the Clerk to use the signature stamp for Commissioner Gentle for today's Consent Agenda documents, all documents approved throughout the day, and the retirement cards. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(2) Consent Agenda-Motion was made by R. Rosencrantz to adopt the Consent Agenda, with the addition of the public defender contracts. Motion was seconded by J. Gentle. Motion carried unanimously. The Consent Agenda includes this week's Agenda, the Minutes of the Board's December 11, 2023 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 12/15/23): \$874,841.63

Payroll Change Notice:

Sheriff's Office-

Ryan Arndt-Stigall, Corrections Officer, Step 1, \$3,584.52/mo., Effective 12/24/2023

Public Works-Roads-

Gary Simpson, Temp On-Call Road Maintenance, \$18.00/hr., Effective 12/12/2023

Resolution Regarding Approval Of An Interlocal Agreement Between Pend Oreille County And Ferry County For OnBase Administrator Services-Amendment No. 2
RESOLUTION NO. 2023-133, COMMISSIONERS' RECORDING

Contract For Indigent Defense Legal Services-Brett Billingsley; Pend Oreille County, Washington-January 1, 2024-December 31, 2026
CONTRACT NO. 2023-20, COMMISSIONERS' RECORDING

Contract For Indigent Defense Legal Services-Derek Reid; Pend Oreille County, Washington-January 1, 2024-December 31, 2025
CONTRACT NO. 2023-21, COMMISSIONERS' RECORDING

Contract For Indigent Defense Legal Services-Carson Van Valkenburg; Pend Oreille County, Washington-January 1, 2024-December 31, 2025
CONTRACT NO. 2023-22, COMMISSIONERS' RECORDING

Contract For Indigent Defense Services-2024 Preliminary Appearance Representation-Felony and Misdemeanor-Brett Billingsley
CONTRACT NO. 2023-23, COMMISSIONERS' RECORDING

Designation of Rural Resources Governing Board of Directors Representative for 2024-2025:
Robert Rosencrantz

Set Public Hearing For 2020 Comp Plan Update-January 22, 2024, 1:30 p.m.

Approve Modified Job Description: Counseling Services Case Manager

Reappointment to Board of Equalization: Margie Fedderly

Reappointment to POC Library Board of Trustees: Jeff Pittman

Appoint Interim Counseling Services Director-Kris Martin

(3) Human Resource Director Brenda Miller was present for an update. Motion was made by J. Gentle to approve the request to advertise, internally and externally, and hire a Counseling Services Director with a salary range of \$85,000-\$110,000 per year. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Motion was made by R. Rosencrantz to approve the Establishing Signing Authority for Counseling Services Investment Funds resolution. Motion was seconded by J. Gentle. Motion carried unanimously.

Establishing Signing Authority for Counseling Services Investment Funds
RESOLUTION NO. 2023-134, COMMISSIONERS' RECORDING

Motion was made by J. Gentle to approve rollover of up to 9 unused vacation days from 2023 ending balance to 2024 beginning balance for Kris Martin, Counseling Services Business Manager, due to emergent, unexpected changes in Agency leadership. Scheduled vacation time likely will not be utilized by end of year. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

B. Miller provided a first-touch request for a sign-on bonus for Treasurers' Office Deputy Accountant III. Other topics included investigation close out, and upcoming performance evaluation and policy updates.

(4) The Board met in executive session regarding considering the selection of a site or the acquisition of real estate, pursuant to RCW 42.30.110(1)(b) for 15 minutes from 11:00 a.m. to 11:15 a.m. Present were Sheriff Glenn Blakeslee and Emergency Management Deputy Director JoAnn Boggs. The Board concluded the executive session at 11:09 a.m. and resumed open session at 11:15 a.m.

(5) G. Blakeslee was present for a Sheriff's update. Also present was J. Boggs. Topics included Calispel Peak road repair, jail staffing, and Pacific Northwest National Scenic Trail comprehensive plan. Also reviewed were abandoned vehicles and investigator positions.

(6) B. Smiley opened up nominations for Commissioner Chair and Vice Chair for 2024. Motion was made by J. Gentle to appoint Robert Rosencrantz as County Commissioner Chair, for the 2024 year, effective January 1, 2024, for Pend Oreille County. Motion was seconded by B. Smiley. Motion carried unanimously.

(7) Motion was made by B. Smiley to appoint John Gentle as County Commissioner Vice Chair, for the 2024 year, effective January 1, 2024. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(8) Motion was made by R. Rosencrantz to approve signing the letter of appreciation to Kris Martin for 25 years of service to POC. Motion was seconded by J. Gentle. Motion carried unanimously.

(9) Motion was made by J. Gentle to sign the Certificate of Appreciation for Kris Martin, for 25 years of service to POC. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(10) The Board recessed for lunch at 11:43 a.m.

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

(12) Public Hearing-Surplus Land & Land Exchange. Present was Public Works Support Specialist Mike Kirkwood. Present via Zoom was Jacob Eleazer. The hearing was opened, and the notice was read. M. Kirkwood read a written statement from Public Works Director Craig Jackson regarding the Danforth Pit history, reporting that it no longer serves its intended purpose as a surface mine. A letter from M. Kirkwood, in his role as Parks & Recreation Director, was also read, confirming Parks & Recreation's recommendation that the Board approve the land exchange. He also provided a packet of supporting materials, including property appraisals. No comments were received. The hearing was closed.

(13) Motion was made by R. Rosencrantz to sign the resolution declaring Pend Oreille County Tax Parcel #433328300002, aka Danforth Pit, surplus and direct the County Prosecutor to seek a decree from the Pend Oreille County Superior Court for the purpose of exchanging this parcel for Pend Oreille County Tax Parcel #453233339003, aka Eleazer Parcel. Motion was seconded by J. Gentle. Motion carried unanimously.

Designation of Surplus Property and Disposition by Exchange
RESOLUTION NO. 2023-135, COMMISSIONERS' RECORDING

(14) R. Rosencrantz provided reports from Sacheen Lake Water & Sewer District, Tri-County Economic Development District (TEDD) and Technical Advisory Committee (TEDD TAC) meetings.

(15) B. Smiley and R. Rosencrantz left their meeting room, along with C. Zieske, at 2:00 p.m. to deliver holiday cards to WSU Extension and Weed Control offices and returned at 3:00 p.m.

(16) Colville National Forest District Ranger Carin Vadala was present for a Forest Service update. Topics included a proposed wildfire risk meeting, temp hiring, and Kings Lake and Mill Creek sales.

(17) Public Comment–Selkirk Sun was present via Zoom but did not provide comment.

(18) Meeting continued to December 19.

December 19, 2023

B. Smiley convened the meeting of the Elected Officials and Department Heads at 9:03 a.m. Present were R. Rosencrantz, J. Gentle (via Zoom), C. Zieske, Commissioner Programs/HR Assistant/Civil Service Examiner Lyndsie Halcro, Assessor Jim McCroskey, Auditor Marianne Nichols, Interim Counseling Services Director Kris Martin, Financial Manager Jill Shacklett, ITS Director Shane Flowers, Weed Control Coordinator Loretta Nichols, Public Works Director Craig Jackson,

G. Blakeslee, B. Miller, and present via Zoom were District Court Judge Robin McCroskey, County Clerk Tammie Ownbey, Community Development Director Greg Snow, and Solid Waste Coordinator Amanda Griesemer. A roundtable discussion was held.

(19) The Board held an employee recognition ceremony for Kris Martin and presented her with a Certificate of Appreciation and a letter of recognition for 25 years of service to POC. Also present were Counseling Services staff: Clinical Supervisor Mark Stenzel, Behavioral Health Counselor II Angela Pavey, RNP Program Supervisor Kelly Alliger, RNP Program Manager Lucretia Gill, Account Services Specialist Jodi Rumph, and Business Administrative Assistant Nichole Packwood; Elections Manager Liz Krizenesky, Director of Operations Tina Olson, Financial Deputy Stacey Hughes, Cathy Rawley, B. Miller, L. Halcro, G. Blakeslee, M. Nichols, J. McCroskey, and J. Shacklett.

(20) Motion was made by R. Rosencrantz to approve the Clerk using the signature stamp for Commissioner Gentle for today's approved documents. Motion was seconded by J. Gentle. Motion carried unanimously.

(21) C. Jackson was present for a Public Works update. Also in attendance were County Engineer Jesse Larson, Office Manager/Cost Accountant Christy Parry, M. Kirkwood, M. Nichols, and present via Zoom were Fleet Accountant/Risk Manager Teresa Deal and A. Griesemer.

a) Motion was made by R. Rosencrantz to direct the Parks Director to advertise for sealed bids for the 2023 Rustlers Gulch Unit Sale, with the Logging/Delivery contractor bid opening on January 9, 2024 at 9:30 a.m. Motion was seconded by J. Gentle. Motion carried unanimously.

b) Motion was made by R. Rosencrantz to direct the Parks Director to advertise for sealed bids for the 2023 Rustlers Gulch Unit Sale, with the sale of timber bid opening on January 9, 2024 at 9:40 a.m. Motion was seconded by J. Gentle. Motion carried unanimously.

c) Motion was made by R. Rosencrantz to approve Parks Director request for TDH Engineering to provide on-call surveying services as provided for in the consulting agreement C-2022-14, to determine a trespass onto County land encountered along the east boundary line of the Rustlers Gulch Recreation Area parcel. Motion was seconded by J. Gentle. Motion carried unanimously.

d) Motion was made by R. Rosencrantz to approve Park Director's request to add an additional unit to the 2023 Rustlers Gulch Unit Sale and amend the agreement with JD Forestry Management, LLC to reflect additional work of 29 acres. Motion was seconded by J. Gentle. Motion carried unanimously.

e) J. Larson reviewed the 2024-2029 Six Year Transportation Improvement Program. Motion was made by R. Rosencrantz to adopt the 2024-2029 Six Year Transportation Improvement Program and the 2024 Annual Construction Program resolution. Motion was seconded by J. Gentle. Motion carried unanimously.

Approving and Adopting 2024-2029 Six Year Transportation Improvement Program and Annual Construction Program for 2024

RESOLUTION NO. 2023-136, COMMISSIONERS' RECORDING

f) C. Jackson proposed an alternate revenue possibility, transportation benefit districts. Other topics included Usk Bridge replacement, Skookum Creek pipe, and a proposed editorial about county roads. A flyer with department accomplishments was distributed, then a 2023 Year-in-Review PowerPoint presentation was provided.

(22) The Board met in executive session regarding potential litigation pursuant to RCW 42.30.110(1)(i) for 30 minutes from 11:30 a.m. to 12:00 p.m. Present were D. Hunt, M. Nichols, and J. Shacklett.

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

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

(25) The Board conducted an interview for Parks & Recreation Advisory Board. Besides the candidate, present was M. Kirkwood.

(26) Motion was made by R. Rosencrantz to send a letter, dated December 19, 2023, to State Senator Short and State Representative Maycumber regarding EMS Resources Critically Needed in POC. Motion was seconded by J. Gentle. Motion carried unanimously.

(27) Public Hearing-2023 Budget Supplemental Appropriations. Present were M. Nichols and J. Shacklett. Present via Zoom were Phyllis Kardos, Jean Wells, and Selkirk Sun. The hearing was opened, and the notice was read. M. Nichols provided information on the department budgets with overages in 2023. No comments were received. The hearing was closed.

(28) Motion was made by R. Rosencrantz to approve the resolution for the supplemental budget of the year 2023. Motion was seconded by J. Gentle. Motion carried unanimously.

Supplemental Appropriations to Specific 2023 County Department and Funds Budgets
RESOLUTION NO. 2023-137, COMMISSIONERS' RECORDING

(29) Motion was made by R. Rosencrantz to approve the resolution for the final budget 2024. Motion was seconded by J. Gentle. Motion carried unanimously.

Final Budget For The Year 2024
RESOLUTION NO. 2023-138, COMMISSIONERS' RECORDING

(30) B. Smiley and R. Rosencrantz left their meeting room, along with C. Zieske, at 2:42 p.m. to deliver holiday cards to county departments for the remainder of the afternoon.

(31) Correspondence Received:

- 12.14 Sacheen Lake Water & Sewer District–Levy Certification
- 12.15 POC Treasurer/N. Dice-Letter re: Depositories for POC per RCW 36.48.010 State Chartered Credit Unions per RCW 39.58.080
- 12.16 PO EDC-12.20.23 Agenda & 11.15.23 Minutes
- 12.17 Cemetery District #3–Resolution 2023-2
- 12.18 POC Parks & Recreation Advisory Board-12.20.2023 Agenda & 11.15.23 Minutes

(32) Correspondence Sent:

M. Fedderly-Letter of Reappointment to Board of Equalization

J. Pittman-Letter of Reappointment to POC Library District Board of Trustees

Rural Resources-Governing Board of Directors Representative Designation Form

K. Martin-Letter of Recognition and Certificate of Appreciation for 25 Years of Service to POC

State Senator Short and State Representative Maycumber-(via email) Letter re: EMS Resources

Critically Needed in POC

D. James-Retirement Card

L. Rusho-Retirement Card

R. Moran-Retirement Card

(33) 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	\$ 124,217.39
Counseling Services	\$ 4,748.22
Fair	\$ 693.61
Law Library	\$ 88.32
Park	\$ 204.40
Road	\$ 218,787.70
Treasurer's O&M	\$ 441.02
Emergency 911 Communications	\$ 567.12
Homeless Program/2163	\$ 3,784.89
American Rescue Plan Act	\$ 6,547.74
Solid Waste	\$ 54,251.39
Equipment R&R	\$ 11,420.32
IT Services	\$ 8,635.77
Sheriff's Trust	\$ 708.00
Sales/Excise Tax	\$ 2,561.47
TOTAL	\$ 437,657.36

Checks 215275 through 215388 totaling \$431,059.67 and Electronic Funds Transfers 50225 through 50228 totaling \$6,597.69, dated December 18, 2023.

(34) Meeting adjourned at 4:44 p.m.

APPROVED:



Chair of the Board

ATTEST:


Clerk of the Board