

March 11, 2024

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 Robert Rosencrantz, Commissioner Brian Smiley, and Clerk of the Board Crystal Zieske. Vice Chair John Gentle was excused for the week. B. Smiley offered the invocation and led the flag salute.

(1) A working group discussion took place regarding the Cusick/Usk Sub-Area Plan. Present were Public Utility District General Manager John Janney and POC Planning Commission Member Bob Eugene, and present via Zoom were Community Development Director Greg Snow, Senior Planner/Assistant Director Andy Huddleston, Emergency Management Deputy Director JoAnn Boggs, Mayor Duane Schofield, Cusick Councilmembers Everett Alford and Roger Brown, Kalispel Tribe Public & Governmental Affairs/Community Relations Strategist Mark Zorica and Associate Planner Madi Campbell, Port of Pend Oreille Executive Director Kelly Driver, Newport Miner News Editor Don Gronning, RG*NEW Co-Chair Phyllis Kardos, and Gretchen. R. Rosencrantz distributed a document, "Draft Discussion Points," concerning the water and wastewater in the town of Cusick and the area in the Cusick/Usk sub-area plan. The group discussed the following: Purpose, Motivation, Goals, Roles, and Limiting Factors. Selkirk Sun joined the discussion at its conclusion via Zoom.

(2) ITS Director Shane Flowers was present for an update. Also present were GIS Manager Josh Shelton and Public Records Officer Aimee Emtman, and via Zoom was J. Boggs. J. Shelton provided an update on the upcoming third project for the pictometry contract. He detailed GIS projects, including Weed Board data collection, Tri-County Health, Pacific Northwest Trail map, and an application of crash data for Public Works.

S. Flowers provided updates on quality of service reports, computer replacements, and the .gov domain request.

(3) The Board recessed for lunch at 11:51 a.m.

(4) The meeting resumed at 1:30 p.m.

(5) R. Rosencrantz gave updates from Cusick Town Council and Fire District 4 meetings. B. Smiley provided reports from Ione Town Council and Fair Board meetings.

(6) 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 March 4, 2024 meeting and the following items:

Investment Earnings (year-to-date estimate, as of 3/8/24):	\$229,076.38
Investment Earnings (through February 29):	\$175,522.66

Payroll Change Notice:
Public Works-Roads-

Robert Pendergrass, Seasonal Road Tech, \$24.68/hr., to Road Maintenance Tech, Full-time, Step 1, \$24.68/hr., Effective 2/16/2024 (*Corrected start date from 2/15/24, noted on 2/20/24 Payroll Change Notice*)

Request to Advertise & Hire, \$18.54/hour: P/T Mail Clerk

(7) Human Resource Director Brenda Miller was present for an update. Topics included hiring of Counseling Services Director, recent career fair, an upcoming contract renewal, and seasonal hires.

(8) Prosecuting Attorney Dolly Hunt was present for a legal update. Also present was Deputy Prosecutor Brandon Slaven. Topics included Comp Plan compliance hearing and coroner position.

(9) The Board met in executive session regarding potential/pending litigation pursuant to RCW 42.30.110(1)(i) for 45 minutes from 3:00 p.m. to 3:45 p.m. Present were D. Hunt, B. Slaven, Financial Manager Jill Shacklett, and Risk Manager Teresa Deal.

(10) Action resulting from Executive Session: Motion was made by B. Smiley to allow Chair Rosencrantz to Docusign the Washington State Department of Agriculture State Grant K5071, to provide funding for a capital improvement project on the grounds of the Pend Oreille County Fair. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Washington State Department of Agriculture Fairs Program Capital Project Grants,
Agreement Number K5071
GRANT NO. 2024-001, COMMISSIONERS' RECORDING

(11) R. Rosencrantz gave a report from Spokane County Regional Interlocal Leadership Structure.

(12) Motion was made by B. Smiley to approve the WSU/Extension w/Pend Oreille County-Amendment 2 to Memorandum of Agreement, allowing for the replacement of the existing fencing at the Demonstration Garden. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Amendment No. 2 to Memorandum of Agreement Between Washington State University and
Pend Oreille County-Demonstration Garden Fencing
RESOLUTION NO. 2024-046, COMMISSIONERS' RECORDING

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

(14) Meeting continued to March 12.

March 12, 2024

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

(15) Public Works Director Craig Jackson was present for an update. Also in attendance were Facilities Maintenance Supervisor Ben Eggleston, Support Specialist Mike Kirkwood, and present via Zoom were Solid Waste Coordinator Amanda Griesemer, Office Manager/Cost Accountant Christy Parry, and Receptionist/Administrative Assistant Amy Taylor.

Motion was made by B. Smiley to approve the request and authorize Solid Waste Transfer Stations to be closed on Easter Sunday, March 31. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

Motion was made by B. Smiley to set public hearing date and time for surplus property for April 2, 2024 at 9:15am. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

C. Jackson proposed a USFS MOU for snowplowing, and the Board was in full support. M. Kirkwood provided an update on road restrictions. District 1 Road Maintenance Techs Dennis Biehl and Ray Murray joined the meeting in progress. B. Eggleston described an office build for Community Development. D. Biehl reported on grader training. Maintenance topics included Boundary Road complaints and compliments, decisions on when to plow, Larch Lane subdivision road, Pend Oreille Shores, and Tacoma Creek. C. Jackson gave updates on RFQ's for general engineering services, Usk Bridge application, and ER&R ongoing work, such as striping truck.

(16) Bid Opening-2024 Equipment Shed Rehab. Present were C. Jackson, M. Kirkwood, B. Eggleston, Thaddeus Baker from Lydig Construction, Luke Neal from Emerick Construction, Gage Anderson from Kilgore Construction, Kyle Stutzman from Integrity Builders, LLC, and via Zoom was Selkirk Sun. The hearing was opened, and the notice was read.

Bids were received from Dundee Concrete & Landscape of Mead, WA for \$55,125.00;
Dallum Build Company, LLC of Battle Ground, WA for \$79,120.00;
Washington Roofing Solutions, LLC of Tacoma, WA for \$47,865.00;
Lydig Construction, Inc. of Spokane Valley, WA for \$55,075.00;
Emerick Construction Co. of Tualatin, OR for \$127,547.00;
Integrity Builders, LLC of Newport, WA for \$44,050.37;
Kilgore Construction, Inc. of Colbert, WA for \$60,135.00;
and Bozco Construction, LLC of Mead, WA for \$49,000.00.

No comments were received. M. Kirkwood requested opportunity to take the bid documents and check for completeness and bring a recommendation next week during the Public Works update. The hearing was closed.

(17) Public Hearing-Six-Year Transportation Improvement Program (STIP) Amendment. Present were Project Specialist Kyel Newberry and C. Jackson. Present via Zoom was Selkirk Sun. The hearing was opened, and the notice was read. C. Jackson provided an overview of the need to amend the STIP. K. Newberry proposed to split CRP 845 Ione & Usk Bridges Bundled Rehabilitation into two jobs and add a new project for Usk Bridge replacement. K. Newberry requested to finalize the amendment documents and bring forward next week with a resolution during the Public Works update. No comments were received. The hearing was closed.

(18) The Board held a discussion on the economic development contract. Present was J. Shacklett, and via Zoom were Tri County Economic Development District (TEDD) Executive Director Jeff Koffel and Port of Pend Oreille (POVA) Economic Development Director Jessica Garza. B. Smiley reviewed the latest draft of the contract, awarding a portion of .09/Public Facilities funds to POVA for personnel purposes. J. Shacklett presented possible guidelines and process for eligible entities to request .09 funds for projects. A contract is being drafted for .09 funds the Board has designated to TEDD.

(19) The Board met in closed session pursuant to RCW 42.30.140(4)(b) for collective bargaining for 15 minutes, from 11:33 a.m. to 11:48 a.m. Present were B. Miller and J. Shacklett.

(20) Motion was made by B. Smiley to sign and send the notice to TEDD regarding TAC appointments of Commissioner Rosencrantz and alternate as Commissioner Smiley. Motion was seconded by R. Rosencrantz. Motion carried unanimously.

(21) The Board recessed for lunch at 12:21 p.m., and the Commissioners left their meeting room to independently visit county departments/outside agencies for the remainder of the day.

(22) Correspondence Received:

- 3.3 POC Weed Board-3.11.24 Agenda
- 3.4 WSLCB-Special Occasion License Request-Ram Nation Boosters
- 3.5 TEDD NEW RTPO-Questionnaire re: Current Appointments
- 3.6 D. Nutt-Letter of Interest & Informational Statement re: Hotel/Motel Tax Advisory Board
- 3.7 North PO Chamber of Commerce-3.12.24 Agenda & 11.9.23 Minutes

(23) Correspondence Sent:

TEDD NEW RTPO-Notice of Appointments to TAC

(24) 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	\$ 413,119.48
Counseling Services	\$ 111,319.07
Crime Victims Compensation	\$ 382.36
Fair	\$ 2,016.36
Law Library	\$ 88.32
Park	\$ 375.37
Road	\$ 264,651.24
Veterans Assistance	\$ 2,558.18
Emergency 911 Communications	\$ 103,217.91
Low Income Housing/2060	\$ 889.29
Homeless Program/2163	\$ 3,162.95
American Rescue Plan Act	\$ 3,630.95
Mental Health Tax	\$ 1,055.73
Solid Waste	\$ 72,035.61
Risk Management	\$ 1,091.05
Equipment R&R	\$ 33,957.93
IT Services	\$ 35,930.53
Sheriff's Trust	\$ 125.00
TOTAL	\$ 1,049,607.33

Checks 216858 through 216914 totaling \$110,254.20 and Electronic Funds Transfers 51870 through 51878 totaling \$269,159.63, and Checks 216854 through 216857 totaling \$3,526.02, and Electronic Funds Transfers 51640 through 51869 totaling \$396,074.59, and Checks 216839 through 216853 totaling \$3,525.11, and Electronic Funds Transfers 51583 through 51639 totaling \$46,997.99, dated March 8, 2024. Includes Jr. Taxing Districts.

Checks 216915 through 217015 totaling \$383,243.76 and Electronic Funds Transfers 51880 through 51881 totaling \$14,221.60, dated March 11, 2024.

(25) Meeting adjourned at 12:21 p.m.

APPROVED: 
Chair of the Board

ATTEST: 
Clerk of the Board