MINUTES APPROVED:

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Chairman Commissioner District 3 Date

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Commissioner District 2 Date

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Commissioner District 1 Date

MEETINGS AND DISCUSSIONS…

MONDAY, NOVEMBER 3, 2025, ALL BOARD MEMBERS WERE PRESENT.

9:00 a.m. – 4:30 p.m. Board Business

Invocation and pledge of allegiance.

9:10 a.m. Public Comment Period

- Present in person were Fire District (FD) 7 Chief Joe Paccerelli, FD 7 Assistant Chief Royce Lynch, Pend Oreille County (POC) Deputy Chief Erik Gallanger, and POC Wildland Division Chief Paul Nelson. "Brian" appeared via Teams.
- Erik introduced Paul to the Board and announced a new Wildland Fire Program that was being implemented.
- Joe discussed the recent Emergency Management Systems (EMS) council meeting and commented that a county employee had been elected to a position on that board. He inquired if this was a conflict and if this person was a Board of County Commissioners (BOCC) representative. He also discussed mutual aid agreements and dispatch fees to and from his department. No further topics were discussed; no decisions were made.

9:30 a.m. Board Business - Closed Session: The Board moved into a closed session to discuss union negotiations for approximately thirty (30) minutes. At 10:00 a.m., parties returned to regular session.

10:00 a.m. Board Business – Executive Session: The Board met with Clerk of the Board Jonnie Brown for an executive session pursuant to RCW 42.30.110 (1) (g) to Review the Performance of an Employee for thirty (30) minutes. Parties returned to regular session at 10:30 a.m. and Chairman Young announced no decisions had been made.

10:30 a.m. Commissioners' Clerks/ Board Business

- Public Works (PW) Human Resources (HR) and Safety Manager/ Interim County Benefits Administrator Brittney Arneson were present in person for the beginning of the meeting. Tri County Superior and Juvenile Court Administrator Pamela Ray appeared briefly via Teams.
- The Board authorized Pamela to sign the State of Washington Department of Children, Youth, and Families (DCYF) Evidence Based Expansion County Program Agreement

2563-6497 on behalf of Stevens County for the Tri County Judicial District Juvenile Court. This agreement will be noted in the minutes upon receipt of a fully executed copy.

- Commissioner Burrows made a motion to authorize the Chairman to sign the Washington State Department of Commerce Community Development Block Grant (CDBG) Coronavirus (CV) Funding Agreement 20-6221C-125 Close Out Report for the Stevens and Ferry County Consortium. The motion was seconded by Commissioner Stobart and carried with all in favor. The close out report was signed, assigned Contract Number 256-2025 (C-256-2025), and filed under "Resolutions and Agreements"; a copy was distributed to the Department of Commerce, Northeast Tri County Health District (NETCHD), the Auditor's Office, and to the Grant Administrator.
- Parties discussed the Washington State Department of Health (DOH) Technical Assistance funding agreement for the Trails West Water System. It was determined that Chairman Young would be the direct contact for the contractor.
- Capital Project (CP) funding request for the Courthouse Stairwell Window Replacement Project was approved by the Board and Capital Project #003-2025 was assigned. The original was routed to Director of Risk Management/ Facilities Jeff Evans for incorporation into the Capital Facilities Plan and a copy was sent to the Auditor's Office; a copy was also filed herein.
- Dean was authorized to move forward with accepting the Public Works Board Pre-Construction Award for a $1 million loan for the Stevens County Justice Center (SCJC) Project by consensus.
- Dean reported on the timeline for the Department of Commerce Home Electrification and Rebate (HEAR) Grant Program and other project updates.
- The Board approved and initialed Memo #59A-2025 Amended to note Mark Anderson's change in seniority/ anniversary dates per the Collective Bargaining Unit Agreement (CBA), Memo #60A-2025 Amended Authorization re: Veteran Service Officer (VSO) Elizabeth Snell's increases to wages and hours with clarification, Memo #61A-2025 Amended Authorization re: Veteran Service Officer (VSO) Thomas Hicks' increases to wages and hours with clarification, Memo #65A-2025 Amended to note Theresa Getchells' change in seniority/ anniversary dates per the Collective Bargaining Unit Agreement (CBA), and Memo #76-2025 Authorizing a Reduction of Hours for Deputy Assessor Rebecca "Becky" Smith. The originals were routed to the Human Resources (HR) Department/ Specialist and copies were sent to the Payroll Department. Copies were also filed herein and sent to the appropriate Elected Official or Department Head (EODH).
- Other topics were discussed; no further decisions were made.

The Board recessed at 11:30 a.m. for lunch; Commissioner Burrows participated in the Washington Association of Counties (WSAC) Virtual Assembly.

1:30 p.m. Board Work Sesson – Six Year Capital Facilities Plan: Risk Manager/ Facilities Director Jeff Evans and Administrative Assistant Heather Williams joined the Board to discuss the 2026 Capital Facilities Plan. Also present was Grant Administrator Dean Davis; no decisions were made.

2:00 p.m. Board Work Session - Rural Resource Community Action (RRCA) 2026 Funding Request: Housing Division Director Cruze Thompson met with the Board to discuss funding for Rural Resources in 2026. Also present was Grant Administrator Dean Davis; no decisions were made.

2:42 p.m. Board Work Session - Superior Court Clerk 2026 Budget: Superior Court Clerk Michelle Enright and Chief Deputy Clerk Kendra Davis met with the Board to discuss the Superior Court Clerk's Office 2026 Budget. Chief Deputy Auditor Jill Jacobs and Tri County Superior Court Judge Lisa Malpass appeared via Teams. No decisions were made.

TUESDAY, NOVEMBER 4, 2025, CHAIRMAN YOUNG WAS PRESENT THROUGHOUT THE DAY AND ATTENDED CANVASSING BOARD. COMMISSIONER STOBART WAS PRESENT THROUGHOUT THE DAY. COMMISSIONER BURROWS APPEARED REMOTELY THROUGHOUT THE DAY AND ATTENDED THE DEPARTMENT OF ECOLOGY MEETING IN CHEWELAH.

9:00 a.m. – 4:30 p.m. Board Business

1:30 p.m. Public Works (PW) Department

- Parties present in person were County Engineer Nicole Norvell, PW Financial Supervisor Teresa Eslick, Equipment Rental and Revolving (ER&R) Division Manager Jeff Fuller, Road Supervisor Dwayne Ross, Solid Waste (SW) Director Kevin Dionas, and PW Human Resources (HR) and Safety Manager Brittney Arneson.
- Commissioner Stobart made a motion to authorize the Chair to sign the 2026 Salt Contract with Compass Minerals. Chairman Young seconded the motion, and it passed two (2) in favor and one (1) absent. The Contract was signed and assigned Contract Number 258-2025 (C-258-2025). A copy was provided to County Engineer Nicole Norvell, and the original was filed under "Resolutions and Agreements".
- Nicole informed the Board that the weight restriction policy update was currently being reviewed and would be presented at the next meeting.
- Kevin provided general grant updates including a 2.5-million-dollar grant that was submitted with the Department of Commerce (DOC) for gas to energy as well as a litter grant that will intersect county roads with state highways.
- Kevin also presented a map of the landfill as a concept design for a new entrance to the north side to help with traffic flow. The Stevens County Justice Center (SCJC) was also discussed regarding debris costs.
- Jeff provided updates regarding winter readiness and Hunters Water District (HWD) service line work. He also mentioned that they were working with Avista on upgrading lightbulbs in the shops and using their rebate program.
- Teresa inquired regarding the annual budget workshop and dates/times were provided.
- Dwayne provided general updates including that the crusher that was rented will be returned next week.
- Brittney provided general staffing updates and current openings. No further decisions were made.

2:30 p.m. Continued Commissioners' Clerks/ Board Business

- Parties present in person were Grant Administrator Dean Davis, 911 Coordinator Donnie Nigg, 911 Supervisor Dave Manning, and Northeast Tri County Health District (NETCHD) Administrator Matt Schanz.
- The Commissioner Meeting Minutes for the week of October 27, 2025, were tabled for further review.
- Commissioner Stobart made a motion to authorize the Chairman to sign the Amended and Restated Reciprocal Easement Agreement with Day Management Corp. (Day Wireless). The motion was seconded by Chairman Young and carried with two (2) in favor and one (1) absent. The agreement was signed, notarized, and returned to 911 Coordinator Donnie Nigg to obtain countersignature(s); a copy was filed herein. This agreement will be noted in the minutes upon receipt of a fully executed copy.
- Matt reported on public health requirements and recommendations for temporary outdoor events and permitting. Parties discussed the need for a notification mechanism to alert stakeholders such as the Washington State Department of Transportation (WSDOT), Public Works (PW) Department, Sheriff's Office, and NETCHD. Conversation surrounding legal ramifications and enforcement occurred.
- Matt also proposed reconvening a Healthcare Leadership Roundtable to meet quarterly, with membership being limited to leadership and Elected Officials within Stevens County.
- Next Matt reported on efforts being made to dispose of the solid waste materials at Smoky Ridge Meats and an upcoming Board of Health (BOH) budget meeting November 12.
- Other topics were discussed; no further decisions were made.

3:00 p.m. Board Work Session - 2026 Preliminary Budget Discussion: Grant Administrator Dean Davis was present in person. Auditor Lori Larsen, Chief Deputy Auditor Jill Jacobs, Treasurer Leslie Valz, and Tri County Superior Court Judge Lisa Malpass appeared via Teams. Parties joined the Board to review various revised 2026 preliminary Current Expense (CE) budgets. No Board decisions were made.

WEDNESDAY, NOVEMBER 5, 2025, CHAIRMAN YOUNG AND COMMISSIONER STOBART ATTENDED A SITE TOUR OF GRANT COUNTY JAIL PROJECT IN EPHRATA. COMMISSIONER BURROWS WORKED AWAY FROM THE OFFICE; NO BOARD DECISIONS WERE MADE.

Various webinars/ meetings were attended by the Commissioners, on an individual basis, throughout the day.

THURSDAY, NOVEMBER 7, 2025, ALL BOARD MEMBERS WERE PRESENT THROUGHOUT THE DAY. CHAIRMAN YOUNG ATTENDED THE LODGING TAX ADVISORY COMMITTEE (LTAC) MEETING AT 10:00 A.M. AND COMMISSIONER BURROWS APPEARED REMOTELY FOR THE BOARD WORK SESSION IN THE AFTERNOON.

10:30 a.m. Board Business - Executive Session: Human Resources (HR)/ Union Consultant Shanea Giroux met with the Board in an executive session pursuant to RCW 42.30.110(1)(g)(g) to review the performance of a public employee for approximately fifteen (15) minutes and returned to regular session at 10:45 a.m.; no decisions were made.

11:00 a.m. (Continued) Board Work Session - Veterans Relief Fund (VRF) Policy Discussion

- Parties present in person were Prosecutor Erika George, Grant Administrator Dean Davis, Veteran Service Officers (VSO) Thomas "Tom" Hicks and Elizabeth "Liz" Snell, Veterans Services Administrative Assistant Morgan Hansen, Auditor Lori Larsen, Deputy Auditor Irene Williams, Veterans Relief Advisory Board (VRAB) Chairman Phil Rose, Veteran of Foreign Wars (VFW) Post 2047 Member Donna Meyer, Tim McCormick, and Rick Brumble were present in person. Chief Deputy Auditor Jill Jacobs and Carl Taylor appeared via Teams.
- Parties reviewed proposed draft policy revisions and discussed intent and direction at length; no Board decisions were made.

The Board recessed at 1:00 p.m. for lunch; Commissioner Burrows participated in the virtual Washington State Department of Health (DOH) Engineer Technical Discussion for the Hunters Water District (HWD) System and left the office at 2:00 p.m.

3:00 p.m. Board Work Session – Facilities Preliminary 2026 Budget: Risk Manager/ Facilities Director Jeff Evans was present in person and Treasurer Leslie Valz and Commissioner Burrows appeared via Teams. Parties discussed the 2026 preliminary budget for the Facilities Department; no Board decisions were made.

Various webinars/ meetings were attended by the Commissioners, on an individual basis, throughout the day.

FRIDAY, NOVEMBER 7, 2025, CHAIRMAN YOUNG WAS PRESENT ALL DAY AND ATTENDED CANVASSING BOARD AT 10:00 A.M. COMMISSIONER STOBART WAS PRESENT ALL DAY. COMMISSIONER BURROWS WORKED AWAY FROM THE OFFICE AND APPEARED REMOTELY IN THE MORNING AND WAS PRESENT IN THE AFTERNOON.

9:00 p.m. Board Work Session – Preliminary 2026 Land Services Budget: Land Services Director Erik Johansen met with the Board to discuss the Land Services Department's 2026 budget. Present via Teams were Chief Deputy Auditor Jill Jacobs, Treasurer Leslie Valz and Commissioner Burrows; no decisions were made.

10:30 a.m. Board Business: Commissioner Stobart made a motion to approve the Memorandum of Understanding (MOU) between Stevens County Public Works (PW) and the AFSCME Council, Local 1135-ST Union. Commissioner Burrows seconded the motion, and it carried unanimously. The MOU was signed and assigned Contract Number 259-2025 (C-259-2025). A copy was provided to Public Works, and the original was filed under "Resolutions and Agreements". No further decisions were made.

1:00 p.m. Board Work Session - 2026 Preliminary Budget Discussion: Present was Treasurer Leslie Valz, and present via Teams were Chief Deputy Auditor Jill Jacobs and Grant Administrator Dean Davis. Parties reviewed various revised 2026 preliminary Current Expense (CE) budgets. No Board decisions were made.

3:30 p.m. Board Business - Veterans Relief Fund (VRF) Policy

- Parties present in person were Veteran Service Officers (VSO) Thomas "Tom" Hicks and Elizabeth "Liz" Snell, Veterans Relief Advisory Board (VRAB) Chairman Phil Rose, Veteran of Foreign Wars (VFW) Post 2047 Member Donna Meyer, Tim McCormick, Risk Manager/ Facilities Director Jeff Evans, Steven and Gina Napoli, Steven and Nancy Cross and Rick Brumble.
- Auditor Lori Larsen, Veterans Services Administrative Assistant Morgan Hansen, Grant Administrator Dean Davis, "Jack R", Gabriel from the Stateman Examiner, phone number ending in "0850" and Carl Taylor were present via Teams.
- Liz presented a letter that was read aloud by Deputy Clerk Tammi Renfro regarding confidential and ethical concerns surrounding the proposed policy adoption.
- Donna stated that she would like to see language included regarding the balance of the fund returned to taxpayers and accountability on said balance.
- Commissioner Stobart made a motion to adopt the Veterans Relief Fund (VRF) policy as presented by the Auditor and allow the Auditor to correct any scrivener's and grammatical errors. Chairman Young seconded the motion and discussion followed. Commissioner Burrows stated that he was under the impression that the policy revisions would continue with input from the VAB and others in the room. He stated that veterans would continue to receive assistance under the current policy and opposed this policy not being vetted by the VAB. He also stated that this new proposed policy was brought to the Auditor's attention by Commissioner Stobart, and the Board of County Commissioners (BOCC) were not consulted prior. Chairman Young stated that this policy would have the ability to be amended like any other county policy. Commissioner Stobart stated that this policy was a step in the right direction and that it protects the county from liability issues.
- Commissioner Burrows stated that Rural Resources was in favor of managing the VAB fund and more information would be forthcoming. The motion was brought to a vote and carried with two (2) in favor and one (1) opposed; no further decisions were made.

Various webinars/ meetings were attended by the Commissioners, on an individual basis, throughout the day.

SPECIAL CORRESPONDENCE AND OTHER DOCUMENTS…

Notices of upcoming meetings were shared with the Board for their review, along with pamphlets and bulletins received from various agencies and information on upcoming/pending legislation.

Capital Project Requests: A form for the Courthouse Stairwell Window Replacement Project was approved by the Board and Capital Project #003-2025 was assigned.

Memo #59A-2025 Amended to note Mark Anderson's change in seniority/ anniversary dates per Collective Bargaining Unit (CBA)

Memo #60A-2025 Amended Authorization re: Veteran Service Officer (VSO) Elizabeth Snell's increases to wages and hours with clarification

Memo #61A-2025 Amended Authorization re: Veteran Service Officer (VSO) Thomas Hicks' increases to wages and hours with clarification

Memo #65A-2025 Amended to note Theresa Getchells' change in seniority/ anniversary dates per Collective Bargaining Unit (CBA)

Memo #76-2025 Authorizing Rebecca "Becky" Smith reduction of hours

Memo # 77-2025 Authorizing Employee Leave Without Pay (LWOP) for Sheriff's Office Records Officer Sheyanne Crape/ Laursen for October to December of 2025

Mail…

United States Department of Interior (USDOI): 1) Prescribed Burn Notification from National Wildfire Coordinating Group Prescribed Burn Boss Type 3 Kendall Clark with National Park Service – Pacific West Region for Lake Roosevelt National Recreation Area - Fire and Fuels Management regarding Prescribed Fire Activity French Rock; 2) Prescribed Burn Notification from Three Rivers Ranger District, Colville National Forest Fire and Fuels Management for Drummond – Chewelah A - Z;

Northeast Washington Interagency Communication Center (NEWICC): 1) Prescribed Burn Notification forwarded by Jeramie Meeker from Fuels Manager Spokane Tribe Chase Kieffer for Etueville; 2) Prescribe Burn Notification forward from Forest Service Three Rivers Ranger District Fuels Technician Chris St. Clair regarding burning landings and skylines near Chewelah A – Z Project; 3) Prescribed Burn Notification forwarded by Jeramie Meeker for Drummond and French Rock;

Washington State Association of Counties (WSAC): Email Newsletter WAcounties – Justice on Hold: Accused Walk Free as Public Defense Office Implements New Caseload Standards in Spokane;

Washington State Liquor and Cannabis Board (WSLCB): Email notification from Licensing and Regulation Division Customer Service Unit regarding NW Diamonds permanently discontinued business;

Ferry County: Email from Deputy Clerk of the Board Kaitlyn Bushnell regarding Board of County Commissioners (BOCC) Agenda for the week of November 10, 2025;

Auditor's Office: Email from Election Coordinator Shannan Hughes regarding reminder for Canvassing Meeting on November 13, 2025;

Emergency Management (EM): 1) Email notification from Director of EM regarding Housing Coalition meeting on November 5, 2025; 2) Email from Director of EM regarding Housing Coalition meeting summary from November 5, 2025;

Public Works (PW): Email from Financial Supervisor Teresa Eslick regarding PW October Expenditure Reports;

Commissioners: Email from Veterans Relief Fund Advisory Board (VAB) Member and Secretary Steven Cross SFC, USA Retired regarding the Veteran Relief Fund (VRF) Policy Discussion and Adoption;

VOUCHERS, TRANSFERS, AND BENEFITS...

Journal Voucher #40-2025 was approved by the Board for Northeast Washington Alliance Behavioral Health (NEWABH) Human Resources (HR) Services for October 2025

Vouchers in the amount of $579,015.99 and interfund vouchers in the amount of $67,693.45 were approved by the Board; copies of the voucher summaries were filed. More details can be found in the Auditor's Office.

An on-demand voucher in the amount of $29, 274.00 was approved by the Board; a copy of the voucher summary was filed. More details can be found in the Auditor's Office.

An on-demand voucher in the amount of $750.00 was approved by the Board; a copy of the voucher summary was filed. More details can be found in the Auditor's Office.

Payroll: 1) Payroll approval for the month of October in the amount of $2,181,433.55; 2) Public Works Payroll approval for the month of October in the amount of $486,650.46; Copies of the summaries were filed; more details can be found in the Auditor's Office.

Benefits: 1) Benefit approval for the month of October in the amount of $641,635.69; 2) Public Works Benefit approval for the month of October in the amount of $143,369.84; Copies of the summaries were filed; more details can be found in the Auditor's Office.

RESOLUTIONS AND AGREEMENTS...

No Resolutions were approved or adopted by the Board for the week of November 3, 2025.

Contracts…

C-256-2025 Washington State Department of Commerce Community Development Block Grant (CDBG) Coronavirus (CV) Funding Contract 20-6221C-125 Close Out Report with Stevens County and Northeast Tri County Health District (NETCHD).

C-257-2025 Fully executed County Program Agreement 2563-66497 between the Department of Children, Youth and Families (DCYF) and Stevens County Superior Court.

C-258-2025 Fully executed Contract between Compass Minerals and Stevens County Public Works (PW) for the 2026 Salt Contract.

C-259-2025 Fully executed Memorandum of Understanding (MOU) between AFSCME Council 2, Local 1135-ST and Public Works.

A fully executed Memorandum of Agreement (MOA) between Teamsters Union and the Stevens County Sheriff's Office (SCSO) Staff for June 10, 2025, to December 31, 2026, was received and assigned C-260-2025. Note: This agreement was originally signed by the Board on October 30, 2025, and was received the week of November 3, 2025.

A fully executed Memorandum of Agreement (MOA) between Teamsters Union and the Stevens County Sheriff's Office (SCSO) Staff for January 1, 2023, to December 31, 2026, was received and assigned C-261-2025. Note: This agreement was originally signed by the Board on October 30, 2025, and was received the week of November 3, 2025.

MINUTES APPROVED...

No Commissioner Meeting Minutes were approved during the week of November 3, 2025.

Jonnie R. Brown	Tammi Renfro	Greg Young
Clerk of the Board	Deputy Clerk of the Board	Chairman

MEETING ADJOURNED...

The meeting was adjourned until Monday, November 10, 2025.