

1 **RECORD OF THE PROCEEDINGS**

2
3 **OKANOGAN COUNTY**

4
5 **APRIL 3, 2018**

6

7	9:00 AM	Commissioners' Staff Meeting
8	10:00 AM	Update – Clerk's Office – Charleen Grooms
9	10:30 AM	Update – Communications/Dispatch – Mike Worden
10	11:00 AM	Bid Opening – Public Works Liquid Asphalt - Amanda Moody
11	11:10 AM	Update – Public Works – Josh Thomson & Ben Rough
12	1:30 PM	Citizen Comment Period
13	2:00 PM	Discussion – Methow Housing Trust – Danica Ready
14	3:00 PM	Update – Human Resources / Risk Management – Tanya Craig and/or Debi Hilts
15	3:30 PM	Approve Consent Agenda

16

17 The Okanogan County Board of Commissioners met in regular session on April 3, 2018,
18 with, Commissioner Chris Branch, Commissioner Andy Hover, and Melissa Thompson
19 Senior Clerk for Clerk of the Board, Laleña Johns, present.

20
21 Commissioner DeTro, Chairman was absent.

22
23 Commissioners convened the board at 9:00 a.m.

24
25 **Commissioners' Staff Meeting**

26 Tanya Craig, David Gecas, Joe Poulin

27
28 Risk Manager, Tanya Craig provided a status update on the Compensation Committee.
29 Notices have been sent out and she has received more responses than expected.
30 Commissioner Hover inquired if the 10 responses were all employees and if they could
31 meet on Fridays. Ms. Craig says that about half are employees and half are elected
32 officials with a good spread from department heads, elected officials and employees.
33 Commissioner Hover would like Ms. Craig to check with Paul Parmley with the Union and
34 Tom of AFSCME, to confirm their thoughts on employee membership.

35
36 Ms. Craig discussed training regarding claims and liability that the Risk Pool is putting on
37 that she'd like to attend with Debi Hilts. There is no charge because of the county Risk Pool
38 membership. She Invited Josh Thomson, Gary George, and Brandon Pritchard of Public
39 Works, and they are all signed up. Ms. Craig and Ms. Hilts will be attending an additional
40 training session in August on diffusing hostile situations with tact.

41
42 Ms. Craig attended some seminars with Commissioner Branch during the Risk Pool
43 conference that stressed the importance of the personnel manual. She has started getting
44 the manual ready for the board to review. The personnel and administrative manuals will be

45 broken out separately. Ms. Craig went through the Fairgrounds policy and itemized some of
46 her concerns and questions. The County Commissioners determine the budget; it is not
47 determined by FAC. There needs to be review to ensure donations being made are
48 acceptable and so there is oversight in disbursement. Ms. Craig will have the policy
49 reviewed by David Gecas. Some wording is being cleaned up regarding the general budget
50 section. As long as the FAC is following state fair guidelines the BOCC is fine with them
51 regulating the animals. Ms. Craig will put together a draft with changes. She will also
52 review gate operations during the fair and talk to the Treasurer to get more feedback on the
53 history.

54
55 Civil Deputy Prosecutor, David Gecas has finished up some public records requests that
56 were open. He has looked at the Interlocal agreement with the City of Okanogan for law
57 enforcement, and thinks that ours is pretty good. He doesn't believe it's urgent to make an
58 amendment. Mr. Gecas explained that he is working on a forfeiture of land case and hasn't
59 done too many in the past so he's been speaking with a deputy prosecutor in Spokane to
60 get some paperwork and useful information. He believes an increase of forfeiture of land
61 may occur due to potential illegal marijuana grow operations. Commissioner Branch asked
62 about the tax bill if the county will have responsibility of that. Mr. Gecas will look into it.

63
64 Mr. Gecas was asked by Engineer Josh Thomson to look at the 2477 Roads Statute. It
65 addresses roads on forest land, which could conflict with the wilderness act. According to
66 Mr. Gecas it was appealed in 1976 and situations have been reviewed on a case by case
67 basis. Director Huston explained that this had come up under the previous board, but
68 nothing had been addressed. It was indicated by Mr. Gecas that the French Creek Road
69 case, will likely go to trial.

70
71 He is attending the Bar meeting this afternoon and is interested to get their perspective on
72 6091.

73
74 Maintenance Supervisor, Joe Poulin said that he needs to get some maintenance work
75 done on the maintenance trucks. Mr. Poulin is headed over to the Fairgrounds to identify
76 and mark all water and shut-off valves. Commissioner Hover suggested recording each on
77 a map. Mr. Poulin indicated that he's marking every valve domestic vs. irrigation as well.
78 Discussed reviewing the back flow preventers and existing cross ties. He will look at
79 equipment and working on getting a trustee but running into timing issues of their
80 sentencing. Commissioner Hover believes there may be a government program with
81 Okanogan Tractor and suggested getting more info for the potential of a new tractor. Mr.
82 Poulin would like to purchase a tool box for the Fairgrounds that can keep tools locked up.
83 Director Huston also suggesting changing any of the locks at the Fairgrounds.
84 Commissioner Hover said that is why he suggested combination locks previously. They will
85 work on changing the combinations. Commissioner Hover thinks there are a lot of items at
86 the Fairgrounds that they can surplus and would like Mr. Poulin to get a list together. The

87 items don't need to go away this year, but he wants to get the process started. They
88 discussed checking with the landfill and also look into options for going out to RFP to have a
89 company pay for and pick up the metal scraps.
90

91 Planning Director Perry Huston explained that the Back Country Horsemen want to engage
92 work at the Whistler Canyon Trail. Director Huston will see what they plan on doing as a
93 portion is owned by the County. He will be working with Ms. Craig to see the boundaries of
94 what the County owns. There is no plan or budget in terms of maintenance for the trail
95 systems. Per Director Huston we need to drill into recreational infrastructure and get a
96 grasp of the liabilities. Commissioner Hover would like a map generated so that we are
97 able to see at a glance what our responsibility is. Ms. Craig plans on visiting the locations
98 to review where we are at with liability. Commissioner Branch would like them to look into
99 the Mt. Hull Restoration Project as it includes route changes for the Whistler Canyon trail.
100

101 **Update – Clerk's Office – Charleen Groomes**

102 Charleen Groomes, Susan Speiker
103

104 Charleen Groomes explained the status of their transition to a new state system with a
105 portal that will give access to their records. The access will be minimal such that the user is
106 able to view items, but not be able to print them. Any case that is public will be visible to the
107 user. The clerk's office will maintain access for every user with a confidentiality agreement.
108 We can charge attorneys a fee by resolution or current policy, which will give them access
109 to court cases that the public will not have access to. Fees are not set by statute according
110 to Ms. Groomes. Commissioner Hover would like all department fees to be set by
111 resolution. Ms. Groomes will forward all the documents to the Commissioners to review.
112 Ms. Groomes indicated that their whole department will be in training April and May so
113 coverage will be light. They will also all need to work on Sunday the 3rd to get everything in
114 when it goes live.
115

116 Ms. Groomes indicated that the grant application for records retention was completed. She
117 was able to receive lots of help when they were informed of the bat and termite situation.
118 They are working on going paperless and have complete support from the judges. Susan
119 Speiker, Chief Deputy Clerk, said the process was seamless, as the judges were already
120 working on laptops or computers. The new systems will be touch screen and the court files
121 will no longer be stored in Laserfiche due to the new state system. According to Ms.
122 Speiker, the staff is working on clean-up projects to prepare for the new system. They have
123 also received positive feedback that the county is doing great with the transition and ahead
124 of the game. Barcodes will be assigned to the cases and automatically be in the system
125 and disbursed to whoever needs it. They also explained to the BOCC that the state will be
126 reimbursing for witness fees.
127

128 **Update – Communications / Dispatch – Mike Worden**

129 Mike Worden, talked to BOCCs about various holes in funding and provided a chart that is
130 identifying costs with each agency (attached). Cities pay per capita to the county for 911
131 dispatch, while Fire and EMS Districts don't pay anything towards dispatch. Mr. Worden is
132 looking to address the issue fairly. The intent is to send a letter to agencies explaining the
133 cost plan for 2019 to prepare them for contracts. The new system would bring everyone to
134 paying a fee, where currently half the entities are not paying a portion for the dispatch.
135 Commissioner Hover, asked why wouldn't you geo locate every call and bill based on where
136 the call goes. Mr. Worden said that essentially that is what he's showing with the exception
137 that cities are pulled out because they will still pay the per capita fee. According to Mr.
138 Worden we need to evolve carefully and wouldn't want to go to one extreme. Some cities
139 may have more calls but not the budget for it. Nothing is causing people to come together
140 on a solution in today's system. If the costs were based on straight volume then you could
141 have a situation in which a fire district may not cross lines to help their neighbor because it
142 would impact them. The costs are based on the location being served, not who goes there,
143 with the exception of the cities, which will remain on a per capita fee structure regardless of
144 the number of calls that go to that city. Contracts include an advisory committee to discuss
145 needs of today and what needs to be planned for. EMS has taxing districts and response
146 areas. Calls inside their district are what are being allocated to them. Tailoring contracts to
147 account for the entities and the locations. Mr. Worden estimates \$70,000 in revenue
148 generated from this cost structure. Additionally, Mr. Worden would like to be able to hold
149 these funds for match money for potential grants down the road. The Commissioners agree
150 that he can proceed with what he's proposing.

151
152 Mr. Worden provided an update on the state 911 budget. Received \$190,000 out of the
153 \$401,000 requested. The project will still get done. Building at \$500/square foot is a
154 normal cost for a dispatch center according to Mr. Worden. There are various costs
155 associated with specific standards. He believes the cost will be \$7 million or lower with
156 managing the standards because similar things can be accomplished in different ways.
157 They are working on a next generation 911 network which will get more accurate GPS
158 coordinates, receive 911 text messages, and video to 911 down the road.

159
160 **Bid Opening –Public Works Liquid Asphalt- Amanda Moody**
161 Ben Rough, Amanda Moody

162
163 The two companies that bid had representatives that were also in attendance.

164
165 Commissioner Branch stated the time for receiving bids has past. Two bids received were
166 received within the stated deadline. The Engineer's estimate was stated, \$1,088,758.99.

167
168 The following bids were opened and read by the Vice Chairman.

169
170 Idaho Asphalt Supply Inc., Idaho

171	Total:	\$997,795.43
172		
173	Cut Back:	\$221,430.00
174	Emulsified	\$693,000.00
175	Liquid	\$8,600.00
176	Sales Tax	\$74,765.43
177		
178	<u>Western States Asphalt, LLC, Spokane</u>	
179	Total	\$1,176,158.27
180		
181	Cut Back:	\$254,100.00
182	Emulsified:	\$824,208.00
183	Liquid:	\$9,720.00
184	Sales Tax	\$88,130.27

185
186 After grand totals were read, a member of the audience requested the breakdowns be read.

187
188 **Update – Public Works – Josh Thomson & Ben Rough**

189
190 Ben Rough handed out his agenda

191
192 *Open Positions*
193 According to Mr. Rough the Engineering Technician position has been filled by a well-
194 rounded individual with a lot of experience as an engineering tech for a long time. Amanda
195 Moody who currently handles contracts and bids is leaving in July and so they are
196 determining what the position will look like. The deadline for summer temps just ended and
197 interviews will be scheduled the next few weeks. They have a decent truck driver and
198 flagger pool, but the solid waste applications are pretty slim.

199
200 *Rental to Noxious Weed /wsu etx*
201 He is working on getting the lease signed and then it will be on the consent agenda with
202 BOCC. Also working on MOU for the WSU extension and will forward to BOCC for review.

203
204 *SW Engineering Consultant*
205 Parametrix has the 2018/2019 contracts which will be on next week's consent agenda

206
207 *Apple Maggot Quarantine*
208 Mr. Rough and Kent Kovalenko, Solid Waste Manager will be meeting with Dan McCarthy
209 from the Pest Board and a representative from the Department of Agriculture on
210 Wednesday of this week to discuss the apple maggot quarantine issue. Have been in
211 conversation with others who have been in the process before and will provide more info
212 next week.

213 *SWAC Membership*
214 Mr. Rough provided the recommended options for membership appointments based on the
215 voting (attached). Discussed the committee make up and alternates. There has been
216 difficulty in getting a quorum. Commissioner Branch asked if the number of members could
217 be increased and both people who applied could be appointed. Mr. Rough explained it
218 could be done, but then the quorum is more difficult to meet. Commissioner Hover would
219 like to address the process by which terms expire and are reappointed. Members should
220 not be automatically re-appointed. The membership should be diverse and represent all the
221 areas. Talked about Methow not having representation. Discussed tipping fees and the
222 fact that fiscal items need to be considered and ultimately recommended to the BOCC.
223 They will now be called disposal fees. Mr. Rough will revamp the presentation and bring it
224 to the BOCC and look into the potential need of setting up public hearing.

225
226 *Landfill*
227 Mr. Rough informed the Commissioners that the landfill liner on cell 2 was damaged. The
228 cost to repair it is quoted at \$11,000 - \$13,000 to repair. Mr. Rough is still working through
229 the cost. It is under a separate insurance policy not through risk pool. He will work through
230 that contract and will send over for BOCC review.

231
232 *Snow Grooming*
233 Snow grooming season is over. Groomer inspection is pending. The new groomer was a
234 loaner for a year and worked well.

235
236 Commissioners adjourned for lunch at 12:00 p.m.

237
238 Commissioners reconvened from lunch at 1:30 p.m.

239
240 **Citizen Comment Period**

241 Isabelle Spohn, Richard Cook

242
243 Richard Cook – Sawdust Makers Union
244 Wanted to come in and follow up to his previous meeting with the Commissioners regarding
245 money that is in a trust to be used for the Fairgrounds for a cover over the bleachers. He
246 indicated that they deemed the money be used for any purchase that would aid the general
247 public. New set of bleachers would be too expensive. Commissioner Hover provided him
248 with the list of projects that are being worked on for the Fair. Mr. Cook was going to bring
249 back the signed agreement about the use of the funds.

250
251 Isabelle Spohn – Okanogan County Watch Group
252 First would like to say she really appreciates the opportunity to give citizen comment
253 weekly. Ms. Spohn would like the Commissioners to look into the existing assistive hearing
254 devices for anyone attending the Commissioner's meetings. The last time she tried to use

255 the devices the batteries were dead. Commissioner Branch directed Melissa Thompson,
256 Senior Clerk to look into it.

257
258 Ms. Spohn was seeking clarification on a comment previously made by Commissioner
259 Branch about nearing the time where public comment will be limited for during the
260 Comprehensive Plan development. Commissioner Branch understands that the perception
261 of the public regarding his statement is that public comment is being cut out, but there has
262 been a lot of comments over the years. The Commissioners are looking at and attempting
263 to address the comments that have been received. Commissioner Hover explained that
264 they are working off a draft document that was created through the process of hundreds
265 and hundreds of comment and hours of discussion and do not plan on simply pushing their
266 draft through finalization, but come up with draft material to put out for review and public
267 comment. According to Ms. Spohn she likes what she's seen so far of the plan. However
268 there has only been one public notice inviting for comment on this and she believes only 4-5
269 people commented which would give the impression that people are not interested, but they
270 are. Commissioner Hover said that this initial notice was for pre-scoping and that even
271 though they are not taking formal comment at this time, it doesn't mean that no comments
272 are being heard. According to Commissioner Branch there has been a pendulum swing
273 and he wants to avoid that because another board could come in another 2.5 years and
274 we'd be going another direction. He would like to dispel fears in the language of the
275 comprehensive plan and leave the zoning part out and to have a plan that is more middle
276 ground.

277
278 Ms. Spohn expressed her concerns about the Commissioner's agenda not indicating that
279 there is a comprehensive plan discussion and that the public has to go to the Planning
280 Department's website to find out what is being discussed and the public may not
281 understand what a study session means. She suggested that there be a link from the
282 Commissioner's website under Comprehensive Plan to give a status update.
283 Commissioner Hover discussed the fact that they are available by phone, if someone from
284 the public would like to know what is happening, they are welcome to call and be
285 transferred to the Commissioners' cell phones. Commissioner Branch reiterated that there
286 is a process, SEPA, public hearing before planning commission, public hearing before
287 commissioners, etc. He explained they are moving closer to a draft document that is being
288 addressed as a Board and then will go out to the public for additional comment. Ms. Spohn
289 wants to make sure that the draft isn't something that is presented as a draft, but then isn't
290 changed after comment because of all the work that was put into it.

291
292 Ms. Spohn's final point was that she would like to see the Planning Commission's insight on
293 the use of the citizen advisory groups from all the areas such as were they beneficial to
294 them or not . Commissioner Branch expressed that people discuss work that was done and
295 want to know where it went and that a recommendation was made that was not taken, but

296 there was a lot of other input as well. Ms. Spohn would like to make sure that the previous
297 committee work was considered and looked at because she knows a lot of work went into it.
298

299 **Discussion – Methow Housing Trust – Danica Ready**

300 Danica Ready, Molly Starcher

301
302 Danica Ready introduced herself and Molly Starcher, and provided some handouts to the
303 Commissioners (attached).
304

305 Ms. Ready gave a presentation on who the Methow Housing Trust is and what they are
306 working on. She indicated that Okanogan has a rental and home ownership need. The
307 housing score for Okanogan County indicated that people would need to work 64.7 hours a
308 week in order to afford a home. This is housing in terms of equity, not a commodity and a
309 community investing in all sectors of our community. Each community land trust is different
310 because the needs are different. We understand who our target is and why we are
311 targeting to them. Building 9 houses for the first year and learn from the first round.
312 Statistics on housing land trust communities: 1 in Okanogan County, 19 in Pacific
313 Northwest, 290 Nationwide. Commissioner Hover discussed a caller's concern about
314 information they heard about the house not being able to be taken to another piece of land.
315 Ms. Ready explained that the individual cannot take the home with them, rather they would
316 sell and use the equity to purchase something else. The value would increase at a rate of
317 1.5% annually. The other benefit is they assist with the home owners finding financing and
318 they usually can purchase for minimal to no down payment. They can stay in the house as
319 long as they want to, but statistics show people will be in one about 7 years.
320

321 Ms. Ready indicated that the goals are to support local economy with needed workforce
322 housing, ability to age in place, stability for families, and overcome market force
323 displacement. Discussed eligibility such as being a resident of Methow Valley for the last 12
324 months and having a target income that is in the range of 60-100% of the average median
325 income (AMI), which is \$40,000 for the county. According to Ms. Ready they have 35
326 current applicants. They look at a number of things when vetting applicants and want to be
327 careful not to favor anyone. The monthly payment for the homes in this community will be
328 \$700-950 including tax. There will be property tax on the house, but not on the land.
329

330 Ms. Ready indicates that they are working with developers to build homes affordably, with
331 energy efficiency in mind. They also want to be able to provide other services to the
332 community down the road such as selling the plans for the homes at an affordable price.
333 The Canyon Street Property will be 13 homes 2-3 bedrooms, 900-1100 sq. ft. They plan to
334 build over the next three years. An anonymous donor paid for the land and some building
335 the costs. These are durable homes as they don't want people to have to spend money on
336 fixing up the home. Ms. Ready discussed some other avenues they are looking at to help
337 the community such as: GenNext Interns who are doing research, toolkit for affordable

338 building, advocacy, home shares. Also working on education classes for homeowners and
339 a broader community. They are learning out to package these loans for these types of
340 communities so people can reach out to them for assistance.

341
342 Ms. Ready indicated that she'd like to open up conversation on potential funding resources.
343 While they currently have received donations, they want to think ahead for potential needs.
344 What are the ways, maybe in small tax districts, are there some creative ways they can
345 design some revenue stream to support the need. For example the nightly rentals and tie in
346 and help. Partnerships with affordable housing organizations. State and county level
347 advocacy funding and policy. They discussed the possibility of a levy. Ms. Ready would
348 like to learn more on how we can ask people who are benefiting from the community
349 resources to help. Commissioner Branch has been a part of more traditionally funded
350 programs but they didn't provide the flexibility to address the local need. Liked the Self Help
351 program with the down payment. Director Huston discussed tax title property that is owned
352 by the county. Ms. Ready said it would be good to know what county owned areas are
353 available. She believes an important part of the model is to have a relationship with the
354 county such that while there is momentum for this now as they build, they don't want the
355 burden to solely be on private investors. Don't want it to be a constant request for funds.
356 Commissioner Hover explained that the affordable housing fund has \$38,000 that will go
357 into it and we're already over budget in what the homeless housing entities' asks were.
358 Commissioner Hover would like conversations with businesses to see if there is reliable
359 sustainable workforce. Then open up conversation about how the workforce contributes to
360 the community. Who is it going to help if something is on the ballot? Once a task is
361 complete, then where is the rest of the money to go?

362
363 **Update Human Resources/Risk Management- Debi Hilts, Tanya Craig**

364 Tanya Craig

365
366 Ms. Craig indicated that Tom from AFSCME is eager to participate with the Compensation
367 Committee. He has reached out to other local jurisdictions to see about partnering to have
368 a bigger pool for Healthcare Benefits. The broker is asking for some demographics. Ferry
369 County, City of Omak, and City of Okanogan are on board. The possibility of a Medical
370 Insurance reserve was discussed, but would likely need to have a medical billing specialist.
371 According to Ms. Craig when our coverage was predominately through Premera we were
372 able to get a premium back and could build a reserve to be self-insured to deal with higher
373 claims. Can also hire a small medical billing firm. Ms. Craig provided the commissioners
374 with the current monthly cost to the county for benefits, which is \$305,838.92.

375
376 Ms. Craig indicated that a jail employee is retiring. He splits time for food collection and
377 corrections road clean-up and gets paid through grant funding. This individual is retiring
378 and the equivalent replacement to his work would be ½ Fulltime Employee (FTE) and 1
379 FTE. Noah Stewart, would like to know what the board would like to do with that position.

380 He is currently only working about 20 hours a week split between both. Food collection
381 saves the county approximately \$100,000 a year. The day-old food is donated to us for free
382 but needs to be collected. It is also shared with local agencies and food banks. That
383 portion is paid out of current expense, but the road clean-up is paid by grant funds.
384 Commissioner Hover would be interested in seeing the actual numbers from Mr. Stewart,
385 because jail food is currently over budget. Ms. Craig believes there are non-food items also
386 under that line. According to Ms. Craig the trailer that is used to pick up the food is broken,
387 quote was \$2,000-\$3,000 to fix. At that rate he can purchase a new trailer. This seems
388 high to Commissioner Hover and he'd like to look at it himself.

389

390 **Approve Consent Agenda**

391 Commissioner Hover moved to approve the consent agenda items 1-4. Motion was
392 seconded, all were in favor, motion carried.

393

- 394 1. Commissioners Proceedings March 19 & 20, March 26 & 27, 2018
395 2. Bid Award Recommendation – Central Landfill Leachate Pond No. 3 – KRCI, LLC
396 3. Cattleguard Franchise Renewal - Walden, CGF# 14-98
397 4. Local Agency Agreement Supplemental #1 & Revised Project Prospectus – 3532-04 Peter
398 Dan Road – Public Works

399

400 The board adjourned at 4:20 p.m.

401