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**RECORD OF THE PROCEEDINGS**

**OKANOGAN COUNTY**

**AUGUST 7, 2018**

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9:00 AM Commissioners' Staff Meeting  
10:00 AM Update – Human Resources/Risk Management – Tanya Craig and/or Debi Hilts  
10:30 AM Update – Communications/Dispatch – Mike Worden  
11:00 AM Update – Public Works – Josh Thomson  
1:30 PM Citizen Comment Period  
2:00 PM Public Hearing – Utility Franchise – Barkley Irrigation Company, Franchise #U01-118, Twisp-Winthrop ES Rd., Evans Rd. - Public Works - Shasta Stidman  
2:15 PM Public Hearing – Utility Franchise – Coleman Butte Water Association, Franchise #U02-18, Various roads on Omak flats – Public Works - Shasta Stidman  
2:30 PM Public Hearing – Utility Franchise – Cascades Holdings Group, Franchise #U03-18, Paradise Hill Rd., Sines Rd. – Public Works - Shasta Stidman  
3:00 PM Approve Consent Agenda

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The Okanogan County Board of Commissioners' met for its regular session on August 7, 2018, with Commissioner Jim DeTro, Chairman; Commissioner Chris Branch, Vice-Chairman; and Laleña Johns, Clerk of the Board, present.

Commissioner Andy Hover was absent today due to attending the Governor's Orca meeting.

George Thornton, member of the public arrived at 8:55 a.m. to take hand written notes.

**Commissioners' Staff Meeting**

Dan Higbee, David Gecas, Perry Huston

Attorney David Gecas provided his update on cases he is working on. The commissioners' thought an executive session to discuss the French Creek situation was requested.

Dan Higbee asked about the status of the interlocal agreements for building inspection services of the cities that need assistance. Mr. Gecas stated Town of Twisp was the one lagging signatures. Once the signatures are obtain the document should be presented to the commissioners' with an agenda bill.

Stella Columbia updated the board on fairgrounds. She discussed a group is needed to attend to the gates as SAR is not doing it again. Security at the north end gate will be secured for the fair. It is unclear who or how the gates will be handled at this point. It is really busy right now with Stampede gearing up, so Ms. Columbia doesn't have a lot of time right now.

Joe Poulin asked if the temporary person could work overtime at the fairgrounds over the weekends.

**Motion Executive Session RCW 42.30.110 (1)(i)**

51 Commissioner Branch moved to go into executive session at 9:05 a.m. for 15 minutes to  
52 discuss French Creek Road litigation to which the county may be a party and invited  
53 Attorney David Gecas and Perry Huston. Motion was seconded, all were in favor, motion  
54 carried.

55  
56 Executive session was extended at 9:20 a.m. for another 10 minutes.

57  
58 Executive session ended at 9:30 a.m. no decisions were made.

59  
60 Director Huston provided his department update. He explained he set aside some time on  
61 September 10 at 1:30 p.m. to meet with Brad Thompson, Sheriff and commissioners' to  
62 establish the following: a clear agency message, standing order for 1<sup>st</sup> response, schedule  
63 training protocols to make sure people attending the phone calls send resources. This  
64 would be the work product, but what should be relayed in writing. Mr. Thornton commented  
65 on his employment with forest service and said no one warned him about wolves or  
66 provided him with protocol when he went into the woods for his job. Commissioner DeTro  
67 stated the woman treed by wolves was not provided enough protocol to ensure her safety  
68 either. Director Huston stated that would be the focus of the meeting. Public outreach  
69 HAVA, ideally, would be an option as most people are not used to seeing or coming across  
70 these types of animals. Commissioner Branch and Commissioner DeTro felt this was a  
71 good approach and what the board was looking for. Commissioners' thought WDFW should  
72 also be invited to attend. Director Huston discussed strategies to accomplish the stated  
73 goals. It is an educational process. Mr. Thornton explained it is best to leave the older wiser  
74 animals in the forest as they teach the younger animals where not to go.

75  
76 **Update – Human Resources/Risk Management – Tanya Craig and/or Debi Hilts**

77 Ms. Hilts explained Ms. Craig was unavailable due to attending to an emergency situation at  
78 the landfill as a customer fell into one of the bins while dumping their garbage. The person  
79 fell about 10 feet. Ms. Craig will be out on vacation tomorrow and would not be back until  
80 next Tuesday and Ms. Hilts will be gone until August 20. There will be a few days where no  
81 one will be in HR. Commissioners' asked Ms. Hilts to let county staff know of her absence.

82  
83 **Update – Communications/Dispatch – Mike Worden**

84 Mr. Worden provided the board with a spreadsheet which showed the various entities using  
85 the county dispatch services. The sheet showed the different methods of calculating the fee  
86 which the board asked for. The columns show: current per capita, population per capita-all  
87 agencies, call volume, and assessed value. This compares the separate methodologies.

88  
89 A major problem is educating the entities involved. To help with that he provided the  
90 spreadsheet to the entities which showed what everyone else was paying.

91  
92 Ms. Craig arrived from the landfill incident and explained the details of the accident that  
93 happened earlier.

94  
95 Ms. Craig also explained a resolved issue with our payroll system in terms of how overtime  
96 is calculated for some employees and the amount to be resolved for 2017.

97  
98 **Update – Public Works – Josh Thomson**

99 Engineer Thomson provided the board with his agenda and discussed the topics listed.

100 *Maintenance and Road Conditions*  
101 Engineer Thomson updated the board on current fires and access. There is a bridge deck  
102 over the Okanogan River that needs rehab work.

103  
104 *WDOT US 97 Okanogan River Bridge Work*  
105 DOT project on the bridge south of Omak was discussed as was the detour route.

106  
107 *2019 Preliminary Budget*  
108 65 miles of chip seal targeted  
109 Culvert activity was increased  
110 Increased budget for striping white paint for fog lines  
111 Grading numbers are back up due to lack of water and dealing with fires.

112  
113 *USFS Maintenance Agreement*  
114 Crawfish Road is a high priority but the agency did not wish to contract with the county for  
115 that work. The road is in bad shape and Commissioner DeTro was concerned the road  
116 would be lost before the work starts.

117  
118 *Elmway Levee-Construction next summer*  
119 Met with the Corp last week and they were going to push to get the final repairs done this  
120 year but they decided to finish next summer. We are responsible for 20% of the work, but it  
121 is a much smaller project than originally discussed.

122  
123 *Buffalo Lake Rd CCT project*  
124 Have not heard back from CCT on the jurisdiction changes. An MOU could be drafted for  
125 this. Still waiting on the letter regarding right of way.

126  
127 *Peter Dan Rd slide repair*  
128 Still coming along, road is still closed though.

129  
130 *WATV Proposed Routes*  
131 Talked with Cody Disautel on routes on the reservation, he said stick with the conversation  
132 that happened in 2014 about the four original roads. He did not wish to bring this forward to  
133 the council at this time. Commissioner Branch stated he may meet with the council in  
134 September or October and may have that conversation then with the council.

135  
136 *McClure Radio Site*  
137 T-Mobile is prepared to repair the grounding site in the next couple weeks.

138  
139 *Consent Agenda*  
140 The Roll off truck purchase approval, with purchase cost coming from 2019 budget.  
141 Cattle Guard newals.

142  
143 Engineer Thomson will be out next week on vacation.

144  
145 **Citizen Comment Period**  
146 No citizens were present to comment.

147

148 Maintenance Joe Poulin used this time to present two quotes for replacement of the two  
149 HVAC units serving the Annex and Agriplex. DIVCO quote included one full replacement  
150 unit at \$10,227 plus tax or two full replacement units for \$17,119 plus tax. Kruse Electric  
151 quote included full replacement of two units at \$14,476 plus tax.

152  
153 Commissioners' discussed whether or not to replace the two compressors or replace both  
154 units which would include everything. Commissioner Branch would like Commissioner  
155 Hover here to help with the discussion and recommended he return next Monday when he  
156 is present. Commissioner Branch is in favor of full replacement.

157  
158 **Public Hearing – Utility Franchise – Barkley Irrigation Company, Franchise #U01-118,**  
159 **Twisp-Winthrop ES Rd., Evans Rd.-Public Works-Shasta Stidman**  
160 Anna Randall and Josh Thomson were present.

161  
162 The recorder was turned on.

163  
164 No comments were provided regarding this application.

165  
166 Commissioner DeTro opened up the hearing stating the hearing is to consider a Franchise  
167 application for the Barkley Irrigation company for a water line. Portions of the following three  
168 roads are involved Balky Hill Road, Twisp-Winthrop ES Rd., and Evans Rd.

169  
170 Ms. Randall read the staff report.

171  
172 The company is working with the county to improve their infrastructure, reported Engineer  
173 Thomson.

174  
175 **Motion Resolution 81-2018 An Order Granting a New Utility Franchise U01-18**  
176 Commissioner Branch moved to approve resolution 82-2018 granting franchise agreement  
177 U01-18 for the Barkley Irrigation Company to construct, operate, and maintain utilities  
178 across portions of Evans Road, Balky Hill Road and Twisp-Winthrop ES Road. Motion  
179 seconded, all were in favor, motion carried.

180  
181 **Public Hearing–Utility Franchise–Coleman Butte Water Association, Franchise #U02-**  
182 **18, Various roads on Omak flats–Public Works-Shasta Stidman**  
183 Anna Randall and Josh Thomson were present.

184  
185 The recorder was turned on.

186  
187 Commissioner DeTro opened up the hearing stating the hearing is to consider a Franchise  
188 application for the Coleman Butte Water Association for a water line involving various  
189 county roads in the Omak flats area.

190  
191 Ms. Randall provided the staff report. Coleman Butte's plan is to place water lines which  
192 their franchise did not previously cover. All roads are in the Omak flats area. No comments  
193 were provided regarding this application.

194  
195 No public comment wish to provide comment.

196 Commissioner Branch asked about the advertisement. Ms. Randall stated the two papers of  
197 record are Methow Valley News and Gazette Tribune published for two consecutive weeks.  
198

199 **Motion Resolution 82-2018 An Order Granting New Utility Franchise U02-18**

200 Commissioner Branch moved to approve resolution 82-2018 an order approving the utility  
201 agreement granting a new utility franchise to the Coleman Butte Water Association to place  
202 a utility involving various county roads in the Omak Flats area. Motion was seconded, all  
203 were in favor, motion carried.  
204

205 **Public Hearing – Utility Franchise – Cascades Holdings Group, Franchise #U03-18,**  
206 **Paradise Hill Rd., Sines Rd.–Public Works-Shasta Stidman**

207 Anna Randall and Josh Thomson were present.  
208

209 The recorder was turned on.  
210

211 Commissioner DeTro opened up the hearing stating the hearing is to consider a Franchise  
212 application for the Cascades Holdings Group involving a waterline over Paradise Hill Road  
213 and Sines Road mile posts as indicated on the map.  
214

215 Ms. Randall provided the staff report. No comments were provided regarding this  
216 application.  
217

218 **Motion Resolution 83-2018 An Order Granting New Utility Franchise U03-18**

219 Commissioner Branch moved to approve resolution 83-2018 an order granting a new utility  
220 franchise U03-18 to the Cascades Holdings Group to place utility Paradise Hill road and  
221 Sines Road which are both county roads. Motion was seconded, all were in favor, motion  
222 carried.  
223

224 **Discussion Payroll Overtime Issue-Auditor Laurie Thomas**

225 Auditor Laurie Thomas and Cari Hall were present.  
226

227 Auditor Thomas explained the issue the state auditor found. The number of employees  
228 affect is minimal, but Gadd is asking if the county intends to pay the 2017 and asked if  
229 commissioners' will go back further than 2017 to rectify. The larger amount involves Public  
230 Works employees. The system had been set up by staff down there and perhaps some  
231 confusion existed on how overtime is calculated. Deb Poulin reconciled all employees  
232 involved and it took about two full days due to manual calculations.  
233

234 There is no report that can be run from Eden to show paid overtime as a report has to be  
235 done manually for each pay period for each employee. Commissioner Branch thought it was  
236 an interesting question from the State Auditor as they were asking what the county planned  
237 to do.  
238

239 Ms. Thomas explained she previously spoke to Ms. Craig about the situation.  
240

241 Commissioner DeTro suggested that an average be calculated rather than spending a lot of  
242 time trying to calculate exactly. It will be a financial burden and slow things down. Ms. Hall  
243 stated if the employee really didn't earn it, it could create a bigger issue with L&I. It has to

244 do with the calculation of longevity to give the board an idea, he suggested a snap-shot and  
245 give one month in the winter 2016 and 2015.

246  
247 Ms. Hall said it may take less time to look at 2015 and 2016 than it did for 2017. There  
248 could be bargaining units upset if the county doesn't at least look at 2015 and 2016. She is  
249 a firm believer in recognizing the error and fixing it so it doesn't happen again. She  
250 explained a checklist is to be used in the future and someone who double checks and signs  
251 off in order to provide the internal control. It will provide the checks and balances needed  
252 and will tighten up the process. Ms. Hall said Deb Poulin is very detailed oriented and  
253 worked hard to manually figure out the issue so kudos should go to her for tackling this.

254  
255 Ms. Hall explained once the process is created, her office will work with the other  
256 departments to get it implemented.

257

### 258 **Approve Consent Agenda**

259 Commissioner Branch moved to approve the consent agenda items 1-5 as presented.  
260 Motion was seconded, all were in favor, motion carried.

- 261
- 262 1. Commissioners' Proceedings July 30 & 31, 2018
  - 263 2. Interlocal Cooperation Agreement – To Form Workforce Development Area – Adams, Chelan, Grant, and  
264 Okanogan Counties
  - 265 3. Bid Award – Rolloff Truck Purchase – SWS Equipment – Public Works
  - 266 4. Cattleguard Renewal – Ben Treebeard, CGF#18-81
  - 267 5. Resolution 84-2018 Amending Wages for Public Works Temporary Positions

268  
269 The board adjourned at 5:00 p.m.

270