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**RECORD OF THE PROCEEDINGS**

**OKANOGAN COUNTY**

**DECEMBER 12, 2017**

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7 9:00 AM Commissioners' Staff Meeting  
8 10:00 AM Update – Human Resources / Risk Management – Tanya Craig and/or Debi Hilts  
9 10:30 AM Update – Auditor – Laurie Thomas  
10 11:00 AM Update – Public Works – Josh Thomson, Ben Rough  
11 1:30 PM Board of Health – 1234 S. 2<sup>nd</sup> Ave. Okanogan, WA  
12 3:00 PM Bid Opening – Oil & Fuel – Public Works – Jerry Paul  
13 3:30 PM Update – Veterans Committee – Eric Fritts  
14 4:00 PM Approve Consent Agenda

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16 The Okanogan County Board of Commissioners met in regular session on December 12,  
17 2017, Chairman Commissioner Jim DeTro, Commissioner Andy Hover, Commissioner Chris  
18 Branch, and Clerk of the Board Laleña Johns, present.

19  
20 Commissioners convened at 9:00 a.m.

21  
22 **Commissioners' Staff Meeting**

23 Debi Hilts, Joe Poulin, Perry Huston

24  
25 **Motion Directing Staff to Draft Enabling Document to Remove Roads for WATV**  
26 **Use**

27 Commissioner Hover moved to draft an ordinance to remove JH Green and Knox Road  
28 for the WATV open list which is also supported by the ATV Club. Motion was seconded,  
29 Commissioner Branch explained he would also like to remove Figlinski road.  
30 Commissioner Hover amended his main motion to include Figlinski Road. All were in  
31 favor, motion carried.

32  
33 Director Huston explained he will draft the enabling documents and set a public hearing  
34 for removing the roads as directed.

35  
36 The Clerk of the Board gave her staff report discussing the follow items.

37  
38 Homeless Housing Coalition Looking for direction

- 39 • Should the coalition go back out for RFP in order to ensure all coalition members submit  
40 on time to include only the Homeless Housing funds, not Affordable housing funds? After  
41 consulting with DPA Gecas, the board would like the coalition to go back out for RFP and  
42 only include Homeless Housing funds.

- 43 • Invited LTAC to DMO Meeting with Commissioners on December 19 2:30 p.m.  
44 DPA Gecas was consulted about the Methow Trails request for reimbursement  
45 for Capital Expenditures regarding whether or not prevailing wages must be paid,  
46 and if trail employees salary could be paid from LTAC funds for specific work  
47 done to improve the trails. Commissioners discussed the Destination  
48 Tourism/Marketing Plan. The tourism activity inventory and infrastructure support  
49 should be assessed, then put the side boards on the RFP for marketing.  
50 Commissioner Hover explained his vision for the consultant outcomes.  
51 • State Auditor's Audit Update - EMS District- Methow EMS District Not Oroville  
52 Rural.

53 Commissioners directed staff to advertise for the open positions on the Fair Advisory  
54 Committee. The Clerk of the Board will publish solicitation for the positions.  
55

56 Joe Poulin updated the board on courthouse maintenance. Access controls for fire  
57 mitigations were discussed as the dampeners and pneumatics systems are not talking  
58 the same language. This is a recent issue found by Felton Services.  
59

60 Commissioners discussed 2018 maintenance budget. Mr. Poulin discussed earmarking  
61 funds for compressor replacements that are needed. He would like to replace the one  
62 we know is bad then after the summer replace the other one on Juvenile Admin  
63 building. The annex has a stack of eight that are overdue for replacements.  
64 Commissioner Hover said he will move \$20,000 from the general maintenance section  
65 to the Juvenile Admin section of the budget to a capital expenditure line. Mr. Poulin  
66 explained Phase II and Phase III to hook the Annex and Admin buildings into the new  
67 energy system will take about 3-4 years to put into place.  
68

69 Commissioner Hover stated NOAA Fisheries want fish behind the dam.  
70

#### 71 **Update – Human Resources / Risk Management – Tanya Craig and/or Debi Hilts**

72 Ms. Hilts provided the board with a pamphlet for Basic Enhanced Employee Assistance  
73 Program for counseling services which includes. Employees have asked her about the  
74 services and this coverage covers three visits and referrals. The county previously  
75 contracted with OBHC for the counseling services.  
76

#### 77 **Motion Directing Staff to Follow-Up on EAP Program**

78 Commissioner Hover moved to allow HR to follow up with the EAP program services  
79 through Mutual of Omaha. Motion was seconded, all were in favor, motion carried.  
80

81 Ms. Hilt participated in discussions about restructuring pay grade classifications for the  
82 whole county and who does this. She handed out information from HR Compensation

83 Consultants, LLC (HRCC) and she consulted with other comparable counties. She said  
84 this is not like a salary survey it is different. The company does a job analysis, they  
85 survey all employees about their job functions, create grades and categorize positions,  
86 they look at salary's and tasks, and they meet with department heads, and create job  
87 descriptions. The company takes about one year to gather all the position information  
88 and implement but the company would stay with us for a year after. The company is out  
89 of Florida but they do a lot of online information gathering. Commissioner Hover asked  
90 about the cost. It cost Walla Walla \$39,000 and this company won the bid as the lowest  
91 bidder. Ms. Hilts stated Walla Walla did this because they were having the same issues  
92 we are having.

93  
94 Right now we have a grade system and it isn't linear because there are only odd  
95 numbers, but then there is even numbers in some places. It is very inconsistent  
96 depending on which union contract. Comparable tasks and what the position is worth is  
97 what should be looked at. This would take all the job descriptions and comes up with a  
98 pay point for the grade. We also have a 5 step scale for increases then longevity kicks  
99 in after year 10. Right now, years 5 through 10, there are no raises. The board feels the  
100 cost for this will be difficult to justify when everyone is asked to pinch pennies and there  
101 are other things. But, for future, it may be a good to consider. Commissioner Branch  
102 stated many are positions with titles and tasks that change.

103  
104 Ms. Hilts explained civil services that will generate a roster for Corrections positions.  
105 She is trying to generate local interest for the positions. A press release will be done as  
106 well as other media announcements.

107  
108 **Update – Auditor – Laurie Thomas**  
109 CANCELLED

110  
111 **Update – Public Works – Josh Thomson, Ben Rough**  
112

113 Ben Rough provided his agenda. (attached)

114  
115 *Open Position Status*

116 Mr. Rough discussed recruitments and open position status. Open positions are posted.

117 *Solid Waste Update*

118 Mr. Rough discussed terminating the recycle buyback program because it could be  
119 construed as competing with private businesses. SWAC met and moved to recommend  
120 termination of the recycle buyback program. The program isn't written anywhere, so he  
121 could do away with it but he feels the board should be willing to support the decision.  
122 Public outreach will still happen regarding the benefits of recycling.

123 **Motion Terminating Recycle BuyBack Program**

124 Commissioner Hover moved to support the recommendation of SWAC to terminate the  
125 buyback program. Commissioner Branch said many go to Wenatchee or to a private  
126 business with their recyclables anyway as they have better prices. Motion was  
127 seconded, all were in favor, motion carried.

128  
129 Preliminary draft of the Solid Waste Plan and SWAC will review the draft in January and  
130 will make changes in accordance with Parametrix then it will go out for public review.

131  
132 The new snow groomer arrived last week and some training did take place. The  
133 groomer does have a lot more power than what was expected, and that is good.

134  
135 Future Consent Agenda items were discussed. The Public Health Lease Agreement is  
136 forthcoming and will be presented to Public Health first then submitted for  
137 commissioners' signature afterward.

138  
139 Energy preservation was discussed on the lack of lighting efficiency. PUD was  
140 contacted about the lighting reimbursement program and PUD told him only the doors  
141 and windows would qualify. Commissioner Hover discussed his wish to look for grants  
142 to help pay for new insulation measures for the Public Works building.

143  
144 Mr. Rough discussed the long term building maintenance but with the notion that PW  
145 would move to the VG building once expanded, they haven't planned very far ahead for  
146 the building needs. If they stay, the building will need additional maintenance to the  
147 HVAC systems. There are many issues to pick away at. Mr. Rough will start putting  
148 something together.

149  
150 Mr. Rough discussed SWAC holiday schedule contradictions and what happens, lost  
151 efficiencies, and costs. The letter was put together and sent to the Union with the hope  
152 it will be approved by the end of the year by commissioners. Observed holiday  
153 provisions were to be changed on how those holidays are administered.

154  
155 *DOT Drug Testing Panel*  
156 DOT changed their drug testing panel to include other substances. A notice was sent to  
157 all the employees it affects. (attached)

158  
159 *CDL Training*  
160 A letter of understanding with the Union will be drafted for review by Christmas  
161 regarding the CDL Training and waiver. Mr. Rough has finally received interest from

162 someone to provide the training. Commissioner Hover explained the employee will need  
163 to acknowledge the program and the stipulations.

164

165 Engineer Thomson provided his agenda and went over it with the board.

166

167 *Maintenance and Road Conditions*

168 Engineer Thomson explained current conditions. With no snow the crews are able to  
169 maintain other areas.

170

171 LaGrange Rd update was given to the board. Commissioner Hover asked if that road  
172 would be paved later. A proposal has not been submitted but one is expected.

173

174 Engineer Thomson will be meeting with the Army Corp of Engineers today at 1:00 to go  
175 over levees and USACE projects. Commissioner Hover asked what the estimate is for  
176 the levee repairs. Engineer stated there is a 20% match of \$112,000.

177

178 Engineer Thomson explained the supplemental appropriation request.

179

180 *Road Name Change Petition*

181 The hearing is scheduled on December 19. The board will consider the name change  
182 proposal.

183

184 *WATV Routes and Signs*

185 State wide there is nothing for WATV directional route signs.

186

187 Methow Trails James DeSalvo discussed with Engineer Thomson a DOT lease near the  
188 Free Stone Inn. Methow Trails wish to lease a portion of the state salt shed parking lot  
189 for skiing activities.

190

191 2018 Budget has been submitted. He received some information from Dee Wood on the  
192 levy shift. Commissioners would like to do the \$600,000 road levy shift plus the banked  
193 amount for the current expense and road levees. The commissioners recognized the  
194 impacts to Public Works due to taking the shift.

195

196 Hopefully the SRS funding will be realized next year. It was thought it would not pass  
197 this year. Engineer Thomson thought it might be retroactive which would be really good.

198

199

200

201

202 **Motion Fire District #3 Annexation Order**  
203 Commissioner Hover moved to direct staff to create the order for the annexation of  
204 territory to be annexed to fire district #3 and moved to approve the order. Motion was  
205 seconded, all were in favor, motion carried.

206  
207 **Board of Health – 1234 S. 2nd Ave. Okanogan, WA**  
208 Commissioner attended the public health meeting.

209  
210 **Bid Opening – Oil & Fuel – Public Works – Jerry Paul Josh Thomson**  
211 The time for receiving bids is here. Commissioner DeTro opened the bids.

212  
213 Coleman Oil  
214 Fuel Bid

215  
216 Declaration was included.  
217 *Omak*

218 Gas 1.9718  
219 Diesel 2.2413  
220

221 *Okanogan*  
222 Gas 1.9718  
223 Diesel 2.2413  
224 Landfill 2.2575

225  
226 *Tonasket*  
227 Gas 1.9718  
228 Diesel 2.2413

229  
230 *Oroville*  
231 Gas 1.9918  
232 Diesel 2.2613

233  
234 Coleman Oil  
235 Lubricants  
236 Total \$98,255.15

237  
238 A&I Distributors Billings Montana  
239 Lubricants  
240 Total \$97,956.65

241

242 Whitley Fuel  
243 Lubricants  
244 Total \$102,647.35  
245  
246 Fuel  
247 *Omak*  
248 1.9729  
249 2.3127  
250  
251 *Okanogan*  
252 Gas 1.9729  
253 Diesel 2.3127  
254 Landfill 2.3127  
255  
256 *Coulee Dam*  
257 Gas 2.0229  
258 Diesel 2.3627  
259  
260 *Winthrop*  
261 Gas 2.0629  
262 Diesel 2.4027  
263  
264 *Brewster*  
265 Gas 1.9729  
266 Diesel 2.3127  
267  
268 *Tonasket*  
269 Gas 1.9729  
270 Diesel 2.3127  
271  
272 *Oroville*  
273 Gas 1.9929  
274 Diesel 2.3327  
275  
276 Co Energy Oroville  
277 *Oroville*  
278 Gas 1.921  
279 Diesel 2.176  
280  
281 Mr. Paul will review the bids and return a recommendation for approval next week.

282 **Update – Veterans Committee – Eric Fritts Michael Stewart**

283 Mr. Fritts provided the board with the Veterans Services update. (attached)

284

285 Mr. Fritts explained accomplishments of the veterans program. It has made many  
286 strides over the last couple years and what will happen in the next couple years.

287

288 The VA buses have agreed to allow veterans when it is in Okanogan. VSO work will be  
289 accomplished on site. Still training VSO's across the state. This helps keep the ties with  
290 other counties strong and provides consistency among the service claims.

291

292 Mr. Fritts read thank you cards his office received from veterans they have worked with.  
293 He wanted to share the cards with the commissioners as focus can often be on revenue  
294 and money and not on the people we actually help and impact. Our program is number  
295 one in the state and it is time to look ahead in the event Mr. Fritts moves on. A part time  
296 person could be trained to move seamlessly into his position. It also allows veterans to  
297 get to know that person and be provided continuity of care and trust.

298

299 Mr. Stewart explained he believes the state will cut veteran services. He attended and  
300 did a presentation for a Veterans Day school assembly this year at the middle school.  
301 Since then the class wrote to thank him and invited him back. Interactions with the  
302 schools allows them to reach more families and have that extra positive contact.

303

304 **Approve Consent Agenda**

305 Commissioner Branch moved to approve the consent agenda items 1-9, as presented.

306 Motion was seconded, all were in favor, motion carried.

307

1. Commissioners' Proceedings December 04 & 05, 2017
2. Contract – 2018 LTAC Marketing & Promotion #18-010 – Merc Playhouse
3. Contract – 2018 LTAC Marketing & Promotion #18-011 – Methow Valley Chamber Music Festival
- 310 4. Contract – 2018 LTAC Marketing & Promotion #18-012 – Methow Arts Alliance
- 311 5. Contract – 2018 LTAC Marketing & Promotion #18-019 – Omak Stampede
- 312 6. Contract – 2018 LTAC Marketing & Promotion #18-027 – Twisp Chamber of Commerce
- 313 7. Contract – 2018 LTAC Capital Improvements #18-028 – Twisp Visitor Information Center
- 314 8. Contract - CDBG Public Services Grant - Request #3 – Community Action Council
- 315 9. Contract - CDBG Rehabilitation Grant - Request #6 – Community Action Council

316 **Motion Council of Government Agreement**

317 Commissioner Branch moved to approve the Council of Governments Agreement  
318 between the cities and towns of Okanogan County. Motion was seconded all were in  
319 favor, motion carried.

320

321 **Motion Oroville Rural EMS District**

322 Commissioner Branch moved to adjourn as the BOCC and reconvene as the  
323 Oroville Rural EMS District. Motion was seconded all were in favor, motion carried.

324



325 Commissioner Branch moved to approve the Oroville Rural EMS District vouchers  
326 in the amount of \$9,680. Motion was seconded, all were in favor, motion carried.

327

328 Commissioner Branch moved to adjourn as the Oroville Rural EMS and Reconvene  
329 as the BOCC Motion was seconded all were in favor, motion carried.

330

331 Commissioners adjourned for the day at 5:20 p.m.

332