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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

DECEMBER 26, 2017

7 8:15 AM Update Superior Court/Juvenile – Judge Chris Culp, Admin. Dennis Rabidou
8 9:00 AM Commissioners' Staff Meeting
9 10:00 AM Update Human Resources / Risk Management – Tanya Craig and/or Debi Hilts
10 10:30 AM Employee Evaluation – Public Works - Josh Thomson – Conference Room
11 11:00 AM Update – Public Works – Josh Thomson, Ben Rough
12 1:30 PM Citizen Comment Period
13 2:00 PM Public Hearing – Supplemental Appropriation – Contingency Reserve Investment Interest
14 2:10 PM Public Hearing – Supplemental Appropriation – Communications
15 2:15 PM Public Hearing – Supplemental Appropriation – Fair
16 2:20 PM Public Hearing – Supplemental Appropriation – Public Works
17 2:25 PM Public Hearing – Supplemental Appropriation – Jail
18 2:30 PM Employee Evaluation – Building Dept. – Dan Higbee - Conference Room
19 3:15 PM Employee Evaluation – Noxious Weed – Anna Lyon - Conference Room
20 4:00 PM Employee Evaluation – Planning Dept. – Perry Huston - Conference Room
21 4:30 PM Approve Consent Agenda
22 4:45 PM Continued Public Hearing – To Adopt 2018 Budget

24 The Okanogan County Board of Commissioners met in regular session on December 26,
25 2017, Chairman Commissioner Jim DeTro, Commissioner Andy Hover, Commissioner Chris
26 Branch, and Clerk of the Board Laleña Johns, present.

27
28 Commissioner DeTro and Hover were not in attendance for the Superior Court update.

29
30 **Update Superior Court/Juvenile – Judge Chris Culp, Admin. Dennis Rabidou**

31 Randy Clough, Dennis Rabidou, Judge Henry Rawson

32
33 Mr. Rabidou explained the new Odyssey program seems to be on overload. The
34 updates courts and clerk staff will be working to push it out by June 4. He will require
35 the assistance of Central Services. So, far the system is going well but it will entail a lot
36 of employee time on both the administration and employee's time. There are checklists
37 they refer to that are helpful. They will need to purchases two desk top and two touch
38 screen laptops to meet the requirement. The state is paying for 5 of each.

39
40 Mr. Clough explained the bandwidth in the Clerks room and it was thought there would
41 not be an issue however it is a weak spot. If the switch has to be replaced it would cost
42 around \$1500. The number of telephones would also need to be changed out and that
43 will cost around \$1500. Mr. Rabidou thought the Trial Court Improvement fund could
44 pay for the costs if there is nowhere else to pay from. Remote connectivity won't
45 change.

46

47 Mr. Rabidou explained it might be necessary to provide departmental updates monthly.
48 A hiring freeze was discussed to meet budget allocations. Mr. Rabidou stated he is
49 tracking end of the year budgets and thought there might be some funds not used that
50 will carryover.

51
52 Mr. Rabidou explained the blankets used in the detention center will need to be
53 replaced as they pose a suicide risk. Assessments of the juvenile to identify youth at
54 risk were discussed.

55
56 Commissioner Hover arrived at 8:50 a.m.

57
58 The probation officer position was discussed. The position should be determined at
59 grade 31 step 2 and would not be considered as a promotion as that position should be
60 considered at a higher grade as an deputy administrator and slightly higher than the
61 other managers due to two years ago prior to FSLA changes. The impact is only around
62 \$75 it is none bargaining position. Commissioner Hover would like to discuss further
63 with Ms. Craig to ensure this is properly addressed. There would be no budget impact
64 they just have to move things around.

65
66 Judge Rawson updated the board on current cases. Interpreter types were discussed.
67 The group left at about 8:58 a.m.

68
69 Commissioner DeTro arrived at 8:58 a.m.

70
71 **Commissioners' Staff Meeting**

72 David Gecas, Tanya Craig, Joe Poulin, Perry Huston

73
74 Mr. Gecas explained he had legal matters to discuss with the commissioners.

75
76 **Motion Executive Session RCW 42.30.110 (1)(i) Legal Matters**

77 Commissioner Hover moved to go into executive session at 9:10 a.m. for 20 minutes
78 inviting David Gecas and Perry Huston to discuss legal matters to which the county may
79 be a party. Motion was seconded, all were in favor, motion carried.

80
81 Executive session ended at 9:30 a.m. no decisions were made.

82
83 Mr. Gecas explained research he is doing for various departments on legal questions.

84
85 Ms. Craig updated the board on several issues she is dealing with. The AFSME union
86 contract is ready for signatures. The other contract is soon to be finalized.

87
88 Director Huston stated he drafted a press release regarding the sales tax collections for
89 the Juvenile/Jail facilities. He would like to send it off for publishing.

90
91 Director Huston stated the ordinance to remove certain roads from WATV list of opened
92 roads will be published this week.

93
94 Director Huston updated the board on the Fairgrounds tractor lease with Washington
95 Tractor. The Clerk of the Board mentioned that the fairgrounds owns two or three other
96 tractors, why not fix those instead of leasing. The tractor was returned and they have
97 all that belongs to them. The big stage is on pallets and a tractor would be needed for
98 that. Commissioner Hover discussed the desire to move the fairgrounds over under
99 current expense and it has been stripped to the point there would be no burden on
100 current expense. The grounds won't function on its own. Director Huston discussed the
101 needed heating for upcoming events.

102
103 Commissioner Hover would like information on what is being charged across the state
104 to lease similar venues as our fairground facilities. The commissioners received
105 comments from people who put on events for kids and they said the county charges too
106 much for use of the fairgrounds buildings. Commissioners feel the fee schedule will
107 need to be amended to consider the community needs for lower fees.

108
109 Commissioners discussed using 24/7 Property Maintenance for the courthouse complex
110 snow plow needs on an on-call basis. Commissioner Hover discussed his desire for the
111 maintenance crew to be available to keep the parking lots clean once the bulk of the
112 snow has been plowed after a storm. Mr. Poulin discussed the possibility of purchasing
113 a slide in de-icer tank that fits into the bed of the maintenance truck. Ms. Craig would
114 like to see the maintenance dept. charged for use of fairgrounds equipment such as leaf
115 blower, plow truck, etc.....The Clerk of the Board asked how those charges would be
116 computed.

117
118 Donations were discussed. The Clerk of the Board discussed Fairgrounds assets and
119 did not believe a full inventory was been done for either Capital or Small and Attractive
120 assets.

121
122 **Update Human Resources / Risk Management – Tanya Craig and/or Debi Hilts**
123 Staff reports rolled over into the HR time.

124
125 **Employee Evaluation – Public Works - Josh Thomson – Conference Room**
126

127 **Motion Executive Session RCW 42.30.110 (1)(g)**

128 Commissioner Hover moved to go into executive session at 10:35 a.m. for 15 minutes
129 inviting Josh Thomson to review of performance by a public employee. Motion was
130 seconded, all were in favor, motion carried.

131
132 At 10:50 a.m. Commissioners extended executive session by 5 minutes.

133
134 Executive session ended at 10:55 a.m. no decisions were made.

135
136 **Update – Public Works – Josh Thomson,**

137 Ben Rough away on personal time.

138
139 Engineer Thomson provided his agenda. He reviewed all items listed.

140
141 *Road and Maintenance conditions* were discussed. The snowy weather has kept plow
142 drivers busy.

143
144 *LaGrange Road* project was discussed.

145
146 *Elmway & Mazama Levees*

147 The residents along the levee have expressed concern about the needed repairs.
148 Additional meetings will be held.

149
150 *WATV Routes*

151 Signs were discussed but they won't be ordered until we get consistency from the state.
152 Engineer will keep working on that.

153
154 *2018 Budget*

155 County Budget is slated to be approved today. Engineer Thomson has a report that
156 must go to CRAB once the board adopts the budget.

157
158 Commissioner DeTro updated the board on SRS noting there hasn't been much change
159 in the situation.

160
161 Commissioners discussed cancelling their county cell phones and using their personal
162 phones for county business as none like carrying two phones.

163
164 **Citizen Comment Period**

165 Glen Graves, Mike Nearents of Precht-Harrison-Nearants Chapel Funeral Home,
166 Coroner Dave Rodriguez

167 Precht's funeral home came in to respond to a letter they received from the Coroner
168 about the bill for services. It is for 2017 transports and storage as the charges are
169 higher than other funeral homes. The issue was brought up by the Coroner to the
170 commissioners this year and last year because there wasn't enough budgeted for the
171 variable expense. The Coroner's budget is based on what the funeral home charges,
172 but the charges seem to change year to year.

173
174 Commissioner Branch explained the picture is that the fees go up and there is no
175 connected reason to a fee increase. Prechts responded that the General Price list is
176 provided to all clients.

177
178 Commissioner Hover believes two other funeral homes charge less. There are
179 differences in services said Mr. Precht and he listed all the provisions his superior home
180 provides that are above and beyond what the others provide.

181
182 Prechts would like to work this out and they would like to get paid this year.

183
184 Mr. Rodriguez explained he doesn't have the General Price List to compare the charges
185 to ensure consistency. The fees appear to change without notice. Commissioner Branch
186 said the main thing is that we need to know what the charges are for. Mr. Rodriguez
187 believes if a contract was involved it would summarize what services and charges would
188 be applied for the various situations. A bid for services may not address funeral home
189 locations. Right now a service is generated to the closest funeral home.

190
191 Mr. Rodriguez recommended the board authorize him to pay the existing bill.
192 Commissioner Hover explained he would like the three different funeral homes to meet
193 together with the Coroner to standardize the costs discuss the variables then apply the
194 costs consistently and monthly. The Level of service must be part of the conversation.
195 Commissioner Hover said the rates should be standardized among the three homes by
196 negotiating the rates annually so we know what to expect on the monthly billing. Could
197 a flat rate be established?

198
199 The Coroner said a survey of costs charged by funeral homes across the state was
200 done and discussed by the Coroner. He knows what other Coroners pay for these
201 services.

202
203 Bill monthly
204 Pay 2017 charges in the amount of \$8,050
205 Come up with a consistent charge based on General Price list.

206

207 **Public Hearing – Supplemental Appropriation – Contingency Reserve Investment**
208 **Interest**

209
210 Commissioner DeTro opened the hearing up to public seeing none he closed and
211 opened up to commissioner discussion

212
213 **Motion Resolution 214-2017 Supplemental Appropriation Contingency Reserve**
214 Commissioner Hover moved to approve resolution 214-2017 a supplemental
215 appropriation in the amount \$48,006 within Current Expense Contingency Reserve.
216 Motion was seconded, all were in favor, motion carried.

217
218 **Public Hearing – Supplemental Appropriation – Communications**

219 Mike Worden
220
221 Commissioner DeTro opened the hearing up to public seeing none he closed and
222 opened up to staff. Mr. Worden explained these funds are not new funds, they were
223 unallocated funds. The request is necessary to ensure the fund operating expenses do
224 not exceed the budget.

225
226 Commissioner DeTro opened up for commissioner discussion.

227
228 **Motion Resolution 215-2017 – Supplemental Appropriation – Communications**
229 Commissioner Hover moved to approve resolution 215-2017 a supplemental
230 appropriation in the amount of \$200,000 within the Communications fund. Motion was
231 seconded, all were in favor, motion carried.

232
233 **Public Hearing – Supplemental Appropriation – Fair**
234 Commissioner DeTro opened the hearing up to public seeing none he closed and
235 opened up to commissioner discussion.

236
237 **Motion Resolution 216-2017 Supplemental Appropriation – Fair**
238 Commissioner Hover moved to approve resolution 216-2017 a supplemental
239 appropriation within the Fair fund in the amount of \$15,000. Motion was seconded, all
240 were in favor, motion carried.

241
242 **Public Hearing – Supplemental Appropriation – Public Works**
243 Josh Thomson, Ben Rough

244

245 Engineer Thomson discussed the status of the sewer systems and the reason for the
246 supplementals. Part of the request was for additional training and snow grooming
247 operating budget expenditures
248

249 **Motion Resolution 217-2017 Supplemental Appropriation – Public Works**
250 Commissioner Hover moved to approve resolution 217-2017 a supplemental
251 appropriation in the amount of \$29,500 regarding Public Works budget. Motion was
252 seconded, all were in favor, motion carried.
253

254 **Public Hearing – Supplemental Appropriation – Jail**
255 Commissioner DeTro opened up the public hearing to public, seeing no one he opened
256 up the hearing to staff, seeing no one he closed the hearing to staff and opened up to
257 commissioner discussion.
258

259 **Motion Resolution 218-2017 Supplemental Appropriation Jail**
260 Commissioner Hover moved to approve resolution 218-2017 a supplemental
261 appropriation within the Jail current expense fund in the amount of \$60,000. Motion was
262 seconded, all were in favor, motion carried.
263

264 **Employee Evaluation – Building Dept. – Dan Higbee - Conference Room**
265

266 **Motion Executive Session RCW 42.30.110 (1)(g)**
267 Commissioner Hover moved to go into executive session at 2:45 p.m. for 15 minutes
268 inviting Dan Higbee to discuss the performance of a public employee. Motion was
269 seconded, all were in favor, motion carried.
270

271 Executive session ended at 3:00 p.m. no decisions were made.
272

273 **Employee Evaluation – Noxious Weed – Anna Lyon - Conference Room**
274

275 **Motion Executive Session RCW 42.30.110 (1)(g)**
276 Commissioner Hover moved to go into executive session at 3:20 p.m. for 15 minutes
277 inviting Anna Lyon to discuss the performance of a public employee. Motion was
278 seconded, all were in favor, motion carried.
279

280 Executive session ended at 3:35 p.m. no decisions were made.
281

282 **Motion Employment Agreement Anna Lyon**
283 Commissioner Hover moved to approve the employment agreement with Anna Lyon
284 Noxious Weed. Motion was seconded, all were in favor, motion carried.

285 **Motion AFSME Union Contract**

286 Commissioner Hover moved to approve the AFSME Union Contract which covers the
287 Prosecutor and District Court groups. Motion was seconded all were in favor, motion
288 carried.

289

290 **Motion - Voucher Approval - Commissioners**

291 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080
292 and those expense reimbursement claims certified as required by RCW 42.24.090 have
293 been recorded on a list, and made available to the Board. As of this date, the Board did
294 vote, by unanimous vote, to approve the regular vouchers in the amount of \$975,199.70
295 and Payroll vouchers in the amount of \$729.44. Warrant numbers as cited on the
296 attached blanket voucher list. Motion seconded and carried.

297 **Motion Public Health Voucher**

298 Commissioner Branch moved to approve the Public Health Vouchers in the amount of
299 \$7,577.71 Warrant numbers as cited on the attached blanket voucher list. Motion was
300 seconded, all were in favor, motion carried.

301

302 **Motion Employment Contract Engineer Josh Thomson**

303 Commissioner Hover moved to approve Josh Thomson's employment agreement.
304 Motion was seconded, all were in favor, motion carried.

305

306 **Employee Evaluation — Perry Huston - Conference Room**

307 Commissioner Hover moved to go into executive session at 4:00 p.m. for 15 minutes
308 inviting Perry Huston to discuss the performance of a public employee. Motion was
309 seconded, all were in favor, motion carried.

310

311 Executive session ended at 4:15 p.m. no decisions were made.

312

313 **Approve Consent Agenda**

314 Commissioner moved to approve the consent agenda items 1-7 as presented. Motion
315 was seconded, all were in favor, motion carried.

- 316 1. Commissioners Proceedings December 18th & 19th, 2017
317 2. Agreement – Lobbyist - Evergreen Forest Group – Robert Weindner
318 3. Agreement – Lobbyist – James Potts & Zak Kennedy
319 4. Bid Award –Highway 7 (Bridge South) Project Re-Bid – Seland Construction, Inc.
320 5. Appointment Letter- Planning Commission-Gina McCoy
321 6. Resolution 212-2017 Noxious Weed Control Levy 2018
322 7. Resolution 213-2017 Pest Control Levy 2018

323 **Continued Public Hearing – To Adopt 2018 Budget**

324 Laurie Thomas, Cari Hall, Leah McCormack

325

326 Commissioner DeTro opened up the hearing to public comment. Seeing no one, he closed
327 public comment and opened up to staff. Commissioner DeTro closed staff and opened up to
328 commissioner discussion.

329
330 The budget process was discussed with everyone present commenting that it was a good
331 process. The board discussed adopting the budget at the fund and department management
332 level.

333
334 Director Huston explained that although the commissioners cannot dictate who a department
335 can hire but they can dictate how much compensation they are paid. They must come to the
336 commissioners for any changes to the compensation. The Auditor agrees the board should set
337 the compensation of employees, but there should be something in the resolution that makes it
338 clear. The personnel manual may say something to this too.

339
340 **Motion Resolution 220-2017 Adopting the County 2018 Budget**
341 Commissioner Branch moved to approve resolution 220-2017 adopting the county's 2018
342 budget including Current Expense, Miscellaneous Funds, and Public Works. Motion was
343 seconded, all were in favor, motion carried.

344
345
346 **Motion 24/7 Property Maintenance**
347 Commissioner Branch moved to approve the agreement with 24/7 Property Maintenance for
348 winter snow plowing services. Commissioner Hover moved to amend the motion to authorize
349 the Chairman to sign the agreement. Motion was seconded, all were in favor, motion
350 carried.

351
352 The board adjourned at 5:20 p.m.
353