

**RECORD OF THE PROCEEDINGS****OKANOGAN COUNTY****SEPTEMBER 3, 2019**

The Okanogan County Board of Commissioners met in regular session at 123 5th Avenue North, Okanogan, Washington on September 3, 2019, with Chairman, Commissioner Jim DeTro; Vice Chairman, Commissioner Chris Branch; Member, Commissioner Andy Hover, and Laleña Johns, Clerk of the Board, present.

George Thornton, member of the public taking notes for Okanogan Watch Group.

**Pledge of Allegiance**

The pledge was recited.

**Commissioners' Staff Meeting**

Leah McCormack reported that a staff member in her office would be out for a while to attend to a family member who was injured over the weekend. Her staff is involved with the operations at the fair, so Treasurer McCormack was asking for any extra help at the fair this weekend with the back and forth to gates, handling cash balances for each shift. Normally she goes in at 6am and then others finish at 10 pm, she's looking for two people who can be there till 10 pm. Commissioner Hover said he could help Thursday, Friday, Saturday and Sunday. Commissioner Branch stated he could help Sunday afternoon and would check in with her. Treasurer McCormack will be there for the morning and evening shifts both.

Stella Columbia explained briefly that fair is underway. She's received several calls from people and addressed their concerns.

David Gecas reviewed the Oroville Rural EMS agreement and suggested some minor adjustments through another addendum #3. The level of service had been reduced via second addendum, but with the levy ballot passing we will want to change that back. It also had some clarifications that will carry over to the third addendum. Another amendment on published fees on public records should also change as we can charge for certain things but we would need to publish the actual cost of the copies, and charges for staff time spent making the copies and postage for making copies.

Researched the Methow Rule where there is a disagreement between FutureWise. He has been in contact with the group and their agent is willing to give time for us to research.

Mr. Noma is here to coordinate a time to address matters previously discussed on collecting resumes when there isn't an actual opening as he won't be available at 10:30 a.m. as scheduled. Commissioners said they have enough information to make a decision on the matter. His discussion time was cancelled at 10:30 a.m.

Dan Higbee explained that due to the city of Okanogan building inspector being out, his office is being asked to cover. He asked if an interlocal agreement be put into place for the interim. Commissioner Branch offered his assistance, upon the approval of the other board members, as he would be interested in the county providing assistance. Mutual Aide was discussed. The city of Omak has a new building inspector in training so it may be difficult to rely on him. Okanogan County may be the only agency able to assist. Dan said he doesn't have enough staff to cover the whole county. Commissioners' suggested Mr. Higbee discuss an appropriate agreement with David Gecas. Mr. Higbee said small garages and remodels can be covered but the city would need to have someone else to the bigger construction.

The Commissioners explained to Mr. Thornton, because he was confused as to why this discussion about building inspector services with Mr. Higbee was happening, it was explained that Christian Johnson who is the building inspector for the City of Okanogan and also married to the county Chief Deputy Treasurer was burned over the weekend in the Spring Coulee fire. Commissioners would like Mr. Higbee address this as a short term emergency for those urgent callers, then the board can deal with the paperwork later.

Angie Hubbard RFQ ended last week for WRIA 49 with one response from Aspect joint proposals. She is meeting with Jeff Newton on high density marijuana operations and store that is potentially in the works in the North 97 corridor within a commercial zone. Ms. Hubbard provided a map. There is commercial in the proposed area as there is an existing grocery store. Commissioner Hover said one thing he would like to look out for is churches, schools and those things that limit the permitting of the site. Commissioner Branch said he received calls about the Engh road operations due to the smell impacts. Commissioner Branch discussed residential subdivisions having an intent to build out, the intent is already established, why would we approve grows in subdivisions where the intent is to build those out. Commissioner Hover asked where the county has done that. He agrees but what does the high density area look like. Follow the criteria for growth areas near town. Commissioner DeTro stated that area of the community seems to want to sue the county.

### **Update - Human Resources/Risk Management – Tanya Craig**

Shauna Field-Larson

Ms. Larson explained the budget for Victim Witness Advocate position has increased. She explained the function the Victim Witness program provides. The funds are from miscellaneous court revenues and increased grant funding revenue which have steadily increased. She feels the fund could sustain another full time employee. Currently there is one full time and one part time employee. She discussed a spreadsheet tracking mechanism and currently projecting \$68,000 at the end of the year. She projected into next year using the worst case scenario lowest amount received with full time advocates at step 5. If granted, the part-time position would gradually increase hours to full time. She feels due to the grant funding and increased revenues the full time positions would be supported. There is enough workload for two full time employees. Ms. Larson explained the duties of the staff and more than enough work. Shauna is the backup employee for overload. As long as the revenue can sustain the full time positions, the commissioners are alright with the arrangement with the caveat that if funding decreased so would the position hours.

### **Continued Discussion–Personnel Manual, Soliciting Resumes–Prosecutor**

The Prosecutor was unable to attend this meeting due to covering the court.

Commissioner Hover discussed the request of the Prosecutor to gather resumes for positions not yet open in his office. Ms. Craig said when there is an opening resumes already solicited for can be kept on file. It is important to note that within our policy says no solicitations of resumes or applications without having an open position. As HR director, her concern is that by allowing solicitation of resumes without an open position, that it could affect the moral of current employees. Commissioner Branch does not believe an acceptance should be made for this. Commissioner DeTro and Commissioner Hover both agreed there should not be solicitation of resumes when there is not a position open.

### **Motion**

Commissioner Branch moved to not allow solicitations of resumes by county offices without first having a position open within that office. Motion was seconded, all were in favor, motion carried.

### **Discussion-Building Official Building Inspections Various Towns**

An interlocal agreement will be necessary between the county and any towns that need inspection services from the county while their building official recovers. The county can only provide limited services due to staffing.

Inspection services are needed right now for the cities of Omak, Okanogan, and Oroville. Commissioner Hover explained each city have its own agreement for building inspection services for those who were contracted with the City of Okanogan building inspector. Commissioners do not want to delay the work. Commissioner Branch suggested we discuss the situation with the city attorneys. Commissioner Hover stated they could be approved by the county today if the drafts were prepared. The Clerk of the Board provided the building inspection agreements that are in place with various cities to the official.

Maurice Goodall updated the board on the recent Spring Coulee Road fire mop up and investigations.

### **Update – Public Works–County Engineer Josh Thomson**

Engineer Thomson provided his agenda and discussed the items listed there.

Commissioners received a letter requesting assistance on the maintenance of a private road. Because the road in question Red Feather Loop road is not a county road the county is not responsible for maintaining it. The homeowners would need to utilize their homeowners association for road maintenance costs.

#### *Maintenance & Road Conditions*

Crack sealing is happening right now. Got through most of the school bus routes. With the cool down grading roads will commence.

#### *Peter Dan Road*

Got with contractor, coming up with scope and estimate for work to be completed in October.

#### *Salmon Cr Rd*

Met with PUD last week looked at rerouting poles from the first sketch, it will be less expensive with not a lot of change. Another schematic will be reviewed and will move that project forward.

#### *CCT Road List*

Nothing new to report on this. CCT is asking the county to sign as it is, but with the inconsistencies the engineer is not comfortable yet.

#### *Barkley & MVID Ditch Project*

Commissioner Hover said he's been in contact with the person. The ditch is not there until November. Keep on the agenda for follow-up.

#### *Solid Waste Fair Booth*

Mr. Kovalenko is manning the fair booth.

#### *Edelweiss Sewer System-Rates*

Been discussing this internally.

#### *Purchasing Policy*

The way the first draft was written was that any scope for RFP would first be required to be reviewed, is that flexible or is that to be addressed. Commissioners discussed whether they needed to be involved or not for certain projects. Commissioners said it can delay at times. Commissioner Hover asked that the policy be flexible on an as needed basis depending on the specific project and department.

#### *Consent Agenda-Statler Bridge*

Engineer said there is the supplement for the Statler Bridge project. There is an issue with materials testing. It is a geo technical firm outside the county and could be part of the issue. He'll discuss this

issue with attorney Gecas on termination.

Commissioner DeTro asked about Dixon Hill road as the chip seal gravel appears to be scattered all over and should be looked at. Motorcycles coming around the corner could be surprised with the amount of gravel present perhaps a sign or a sweep off is needed in that spot.

### **Motion**

Commissioner Hover moved to authorize the removal and relocation of the two 20 foot storage units to the Okanogan County fairgrounds. Motion was seconded, all were in favor, motion carried.

It would be preferred, that the business or person to donate the service of moving the units to fairgrounds would do it at no cost.

Commissioner Hover stepped out of the hearing room due to Department of Fish & Wildlife call. George Thornton said it was likely about a new species called Fox Squirrel that are much larger than regular squirrels and would be good eating and hunting. Commissioner Hover would like to send a draft update that happened in North County. They were informing the commissioners of the incident.

### **Citizens Comment Period – may call in at 509-422-7100**

Emily Sisson, citizen commenter, not an Okanogan Watch Group commenter.

Disagreement on Comp plan being in the Director of Planning job description. Of course the Planning Director should be responsible for the plan. Commissioner Hover stated the Planning Director is NOT responsible for the Comprehensive Plan, the position is responsible for implementing the plan, the Board of County Commissioners is responsible for the plan. He further explained the Director administers the plan, but it is the Board of County Commissioners Plan. The Planning Commission and the Planning Department puts it all together using their planning expertise. Mr. Thornton said he wants a director that knows the history, and a level of competency to service and function at its highest level. Commissioner Hover said whomever it is should be neutral in their thinking and not putting their own “spin” on what it should be. He said the Planning Commission is representative to the people as are the Commissioners, the Director should be completely neutral but very knowledgeable about Okanogan County’s land use planning issues. Commissioner Hover has people wanting to meet with him about what a Planning Director job description should be included and they are telling him what attributes they want in a planning director. It sounds like George wants someone with some instilled history. What George said he wants is someone who knows what our comprehensive history is and knows about the philosophy of the plan, having a statement with that level of ability noted is very important to the Planning Commission.

Commissioner Hover stated Dept. of Ag has put out another Fairs grant. If we put in for re-roofing buildings on the fairgrounds and we would have two years to complete the project since the application follows the state biennial budget.

### **Discussion – WSU Extension 2020 Budget – Mike Gaffney & Kayla Wells-Moses**

Mr. Gaffney is the acting director of Extension. The Board had requested another meeting with WSU Extension. Their budget looks better, said Mr. Gaffney. He explained what happened several years ago when WSU discovered they were overspending and had a deficit, this is the third year of the three year program and it was found to be better progress than expected and brought them into the black. He suspects there will be a relaxation of the slow down on hiring, so he hopes and expects we’ll see a return to normal about where they prioritize their spending on positions. This year was better than forecasted, which translates to hiring key positions and prioritizing those. One of those positions is a NE WA Forester. Each unit is asked for a priority list which will be compared to funding. Mr. Gaffney provided the Board with a 10-year scenario which included the downturn 2008/2009, to give the commissioners an idea of how far the University has come and of the many hardships overcome.

Mr. Gaffney said he would return to split position and will still play a role in the management of the WSU Extension office. His Dean made clear that he has 17 leadership position held by 17 FTE's to achieve a more sustainable leadership model for the college.

Ms. Wells-Moses said the county's extension budget is at \$102,473 is up about \$5,000 from last year. She explained the other expenses WSU picks up such as 10% of her salary, Natasha's benefits around \$15,000, tree fruit specialist, forestry education, nutrition education (open position), and integrated weed management. Commissioner Hover asked what the partnership would look like if less than 80% of the budget is provided. The county doesn't pay Kayla's wages as regional specialist for Okanogan, Ferry and Colville Tribe. The group discussed the various costs of the extension office and what the idea of a partnership is when considering the costs. The county must also consider the costs of unfunded mandates, the county has to choose where these funds come from. We have not come to an agreement on what the county's share is compared to having the services available here. He doesn't want the program to go away, but he does want to consider the real cost of the program.

Mr. Gaffney understands they must re consider their fair share and the structure of the partnership. A new Dean will really help. Ideally, they would have a county director again, so they are in the stop gap mode still, but their ultimate goal is to develop a better partnership that what is now.

Mr. Gaffney explained how use of WSU students could help fill the gap and putting them to work on real projects benefits us and them. These would be senior's getting ready to graduate. He discussed their med student program and provided his card to George Thornton. The group discussed availability for future updates by the WSU Extension.

### **Motion**

Commissioner Branch moved to approve the Interlocal Agreement between the City of Oroville and Okanogan County for interim Building inspection and Plan Review Services. Motion was seconded, all were in favor, motion carried.

### **Motion**

Commissioner Branch moved to approve the Interlocal Agreement between the City of Omak and Okanogan County for interim Building inspection and Plan Review Services. Motion was seconded, all were in favor, motion carried.

### **Motion**

Commissioner Branch moved to approve the 2020 preliminary budget. Motion was seconded all were in favor, motion carried.

### **Motion**

Commissioner Branch moved to approve the Interlocal Agreement between the City of Tonasket and Okanogan County for interim Building inspection and Plan Review Services. Motion was seconded, all were in favor, motion carried.

### **Motion**

Commissioner Branch moved to approve the Interlocal Agreement between the City of Okanogan and Okanogan County for interim Building inspection and Plan Review Services. Motion was seconded, all were in favor, motion carried.

### **Motion**

Commissioner Hover moved to approve the appointment letter of Robert McDaniel to the WRIA 49 Watershed Planning Group. Motion was seconded, all were in favor, motion carried.

### **Discussion**

Commissioner Hover explained an agreement was submitted by the Fairgrounds for the Davis



Carnival without proof of insurance, and another contract for security from Martin Security that was submitted by the vendor but was not on the county's contract form.

### **Quarterly Update – Tonasket Forest Ranger District – Kathleen Johnson**

Tonasket Forest Ranger Kathleen Johnson updated the commissioners on the Omak Office and whether it can be closed a couple days of week now that it is the end of the season. There would still be wood permits issued during open hours. North 40 also sells wood gathering permits.

The new forest supervisor started today and will begin visiting each ranger district. She'll be in Tonasket Sept 26 and Winthrop September 25. There will be an open house within each of those cities.

2:10 p.m. Emily Sisson, member of the Okanogan Watch group, video and audio recording the meeting.

Ranger Johnson said Mr. Matt Avery started as the new Forestry Advisor and is from Klamath. Commissioners thanked Ranger Johnson for her update.

### **Motion Authorize the Chairman Davis Carnival Show**

Commissioner Branch moved to approve and authorize the Chairman to sign the contract between Okanogan County and Davis Carnival show as long as they have their insurance in place. Motion was seconded, all were in favor, motion carried.

### **Motion Martin Security Group-Fair Security**

Commissioner Hover moved to approve and authorize the chairman signature pending an Okanogan County Contract format being submitted for signature between Martin Security for Fair security. Motion was seconded, all were in favor, motion carried.

Commissioners moved the Planning Director Job Description discussion to an earlier time.

### **Discussion – Planning Director Job Description**

Commissioners discussed another version of the Planning Director job description which Commissioner Hover was more comfortable with. Commissioners discussed what their constituents and groups of people have requested in terms of their needs, but Commissioner Hover does not want for each group to weigh in on their specific request.

Commissioners discussed a pay range for the position. Commissioners discussed there being less administrative work.

### **Motion Planning Director Job Description**

Commissioner Hover moved pending HR and Attorney review that the Planning Director Job Description be posted as soon as possible. Places for posting was discussed and spending more money to ensure widespread publication. Motion was seconded, all were in favor, motion carried.

### **Motion Special Fair Run Vouchers**

Commissioner Hover moved to approve vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a list, and made available to the Board. Commissioner Branch moved to approve the Special Fair vouchers in the amount of \$81,505. Warrant numbers as cited on the attached blanket voucher list. Motion was seconded, all were in favor, motion carried.

### **Motion - Voucher Approval - Commissioners**

Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a list,

and made available to the Board. As of this date, the Board did vote, by unanimous vote, to approve the regular vouchers in the amount of \$108,908.81 and Payroll vouchers in the amount of \$1,095,911.97. Warrant numbers as cited on the attached blanket voucher list. Motion seconded and carried.

### **Motion Public Health Voucher**

Commissioner Hover moved to approve the Public Health Vouchers including payroll in the amount of \$44,836.98 and regular vouchers in the amount of \$19,658.02. Warrant numbers as cited on the attached blanket voucher list. Motion was seconded, all were in favor, motion carried.

### **Motion Oroville Rural EMS District**

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

Commissioner Hover moved to approve the Voucher certification and authorize the Oroville Rural EMS District the August voucher to be paid to Life Line in the amount of \$9860. Motion was seconded, all were in favor, motion carried.

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

### **Approve Commissioners Proceedings of August 12-13 and 26-27, 2019**

Commissioner Hover moved to approve the commissioners' proceedings of August 12-13 and August 26-27, 2019. Motion was seconded, all were in favor, motion carried.

### **Approve Consent Agenda**

Commissioner Hover moved to approve the consent agenda items 1-6, as presented. Motion was seconded all were in favor motion carried.

1. Approve--Special Occasion Liquor License Agriplex-- Loup Loup Ski -Chris Stern 10/19/19
2. Ratify--Okanogan County Fair Contracts -- Entertainment, Judges and Services -- See list
3. Contract - Department of Ecology Grant-Inmate Litter Control -- County Sheriff
4. Supplemental Agreement #1 Statler Bridge Replacement Engineering Services--Nicholls Kovich
5. Resolution 115-2019 Signing Authority Pamela Y Perez -Veterans Services Office
6. Resolution 116-2019 Budget Amendment Sheriff \$15,676

### **Motion**

Commissioner Hover moved to direct the Clerk of the Board to draft an amendment to the Board of Equalization to create a fourth member who would serve at large serving BOE only when a main member cannot attend. Motion was seconded, all were in favor, motion carried.

The board adjourned at 5:00 p.m.