

RECORD OF THE PROCEEDINGS**OKANOGAN COUNTY****FEBRUARY 19, 2019**

The Okanogan County Board of Commissioners met for its regular session on February 19, 2019, with Chairman, Commissioner Jim DeTro; Vice Chair Commissioner Chris Branch; Member, Commissioner Andy Hover, and Laleña Johns, Clerk of the Board, present.

9:00 a.m. George Thornton, member of the public, representing Okanogan Watch Group arrived and was taking hand written notes.

Commissioners' Staff Meeting

Perry Huston, Stella Columbia, David Gecas and Joe Poulin were present.

Mr. Poulin asked the board about the Juvenile sewer line repair quotes he'd received as he wanted to get the contractor secured. Four quotes had been received with three being between \$19,400 and \$24,000 and the fourth was less than half at \$8,800. The board previously asked Civil Deputy David Gecas to review the quotes to determine if the lowest one was reasonable and responsive. Based on the research, he indicated the need to award to the lowest responsible bidder as he didn't see anything that allows a determination that the bidder is not responsible because the bid was suspiciously low. He further noted that if the Board determined the bidder was not responsible, then the municipality would need to make that determination in writing. The Board asked Mr. Poulin to contact the company with the lowest quote to ask for clarification and acknowledgement of the prevailing wages, bid bond and the scope of work that is to be accomplished for the quoted amount.

The Board then discussed their Bid Policy as it has not been updated since 2000 and is very outdated. The state purchasing and contracting rules have changed but our policy has not been updated to include those changes.

Commissioners discussed the wish for a simplified process for our purchasing and contracting guidelines update. It is apparent that our current policy does not provide clear enough guidelines for the different types of purchasing scenarios. The Board asked the Clerk of the Board to provide the current policy information to the Chief Civil Deputy Gecas for his review.

On another follow-up matter, Mr. Poulin will look into whether or not the Treasurer's exterior back door is a designated exit for egress before doing away with the door way.

Mr. Gecas updated the board on legal matters he is handling. He said he will discuss the legalities of a current situation in executive session if the board had time today. The Board asked him to come back later in the afternoon for the executive session and to participate in the discussion with Mr. Creveling.

Ms. Columbia updated the board on fairgrounds tasks she is working on. She asked what the process was for filling the propane tank and how deliveries are to be handled at the fairgrounds. Ms. Columbia receives propane quotes from Public Works but she didn't know what the contract said as to how deliveries were to be initiated.

Update – Finance Committee – Treasurer Leah McCormack

Leah McCormack, Cari Hall and Jamie Groomes were present.

Treasurer McCormack provided her agenda and discussed the items listed there. The group discussed the Sewer and Water investment fund and the Mazama Sewer fund so the Board understood how those funds and residual funds are invested. Commissioner Branch asked if there

was a description of the funds and why those particular funds were established. The Auditor and Treasurer said they both have cheat sheets to help them with the annual report and thought the commissioners may benefit by having both. It would provide some detail of the funds being invested.

Solid Waste Closure Reserve Investment fund was discussed and that will stay at \$1 million. Commissioner Branch asked for the RCW that was used to base the investment scenarios upon as he was asked by the Solid Waste group for that information. The Treasurer said she will provide the RCW. The Treasurer explained she is guided by the department to invest a certain amount of the funds and the residual interest by law goes to county current expense. There are other residual funds that are the surplus funds of all entities that is not immediately needed by the entity that get invested at the discretion of the county Treasurer.

Additionally, the Treasurer explained the county was bumped up 10 points to 260 and we had previously based our budget on 225 points. She said she looks at it like a gift as those types of bumps are not something budgeted for.

Treasurer McCormack updated the board on expected tax revenue. She provided the county's Portfolio management summary and it included the solid waste management investments under the TVI bond Investments.

The revenue and expense summaries were provided by the Auditor and reviewed for the month of January. It was noted that the Treasurer's office is always at a higher percentage of expenditures at the beginning of the year than other departments.

Commissioners discussed bills the legislators are considering that would provide additional funds for indigent defense services. Additional bills were discussed as well as fines and forfeiture funds on WDFW fines and what those funds are.

Treasurer McCormack reminded the board on the changes she would like to make regarding credit card maximums. She also recommended Fund 160 pay for things other than cars, because that fund was to be used for a bond to make the needed repairs of the corrections facilities. The Treasurer thought Juvenile Administrator was asking for four cars out of the fund this year even though they purchased two last year and the year before and one and the year before that. She advised that the fund was to provide the constant revenue source for paying back the bond. Current Expense is the backup fund but that doesn't mean we have to pay it back from Current Expense funds.

The Board discussed the difficulty in determining the real need for the cars when they don't interact daily in those departments. The Commissioners thought Juvenile Administrator Dennis Rabidou should come and discuss the department's vehicle needs with them.

Auditor Hall updated the board on changes she has made within her office. She has determined from which funds her staff salaries come from and what function they are based upon. She said it appears some staff salaries that are allocated out of special funds should actually be allocated differently and suggested review of them every year during budget time. She found, to make the change now would be about a \$40,000 impact to Current Expense. She continued that Jamie Groomes was appointed Chief Deputy Auditor. She suggested that position not be part time, but would understand if the board made it a part time roll due to the cost. The Chief Deputy work entails about 85% current expense and about 15% from the MARC fund. Commissioner Hover suggested shifting the \$10,000 in the Archival Preservation fund to the position line. Auditor Hall stated that is the line item which the commissioners dictate for historical preservation of historical documents. She thought shifting those funds for salary would be consistent with the law. Because of the delay in filling the Finance Manager position, there are additional funds there if needed. Commissioner Hover said there was about \$550,000 in Current Expense reserve and additionally the Contingency Reserve has about \$250,000 to offset those costs. Commissioner Hover said financially the board can support the changes.

Bid Opening – Slide in Water Tanks – Public Works, Jerry Paul

Engineer Thomson, Jerry Paul, Ben Rough

Commissioner DeTro stated the time for receiving the bids is here. Three bids were received. He opened the bids and read them.

Steve PECK

Bid \$29,700 each without sales tax

Total Bid without sales tax \$89,100

PAC West, Spokane, WA

Bid \$45,047.14 each with sales tax at 8.3%

Total Bid \$146,368.85

Sales tax here is actually 8.2%

Steve PECK submitted a second time because he didn't think we received the first bid.

Steve PECK

Bid \$29,700 each

Total \$89,100

Bid Opening – Public Works Pickups – Public Works, Jerry Paul

Commissioner DeTro stated the time for receiving the bids is here. Two bids were received. He opened the bids and read them.

JESS Ford

Sales tax was calculated at 8.5% sales tax

Ford F-150 Crew Cab 6'.5 box 4x4 Total \$41,219.11

Ford F 350 reg. cab chassis 4x4 Total \$34,426.23

(6) Ford F-250 reg. cab 4x4 8' box Total \$184,345.26

Ram 1500 crew cab 6.5' box 4x4 Total \$41,890.45

Barry Area Automotive Ephrata

Sales tax was calculated at 8.4%.

Proposal #1-2018 Diesel Dodge Ram 1500 SLT crew cab ½ ton 4x4 5'7" box
2018 Diesel Dodge Ram 1500 4x4 Total \$45,415.26 including 8.4% sales tax.

Proposal #2-2018 Diesel Dodge Ram 1500 SLT crew cab ½ ton 4x4 5'7" box
2018 Diesel Dodge 1500 4x4 \$40,752.98 including 8.4% sales tax

Proposal-2018 2500 Reg Cab Diesel 4x4 8' box
1-2500 Reg cab \$35,378.51

Proposal-2018 3500 Reg Cab & Chassis 4x4
1-3500 RAM Reg cab \$35,221.33

Engineer Thomson asked about purchasing from the state contract versus submitted local bids versus out of state dealerships and will provide his recommendation to consider the lowest bid to purchase.

Bid Opening – Grader Packer/Rollers – Public Works, Jerry Paul

Commissioner DeTro stated the time for receiving the bids is here. One bid was received. He opened the bid and read it.

LyCox Enterprises, Billings MT

\$20,652 each Extended Total \$44,690.92

Update – Public Works – Engineer Josh Thomson and Admin Officer Ben Rough

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

Maintenance and Road conditions were discussed. The weather has been very cold so the crews are dealing with those roadway conditions.

The water issues that Mr. Peterson discussed last week were addressed with a temporary solution by the city and citizens, stated Engineer Thomson. Commissioner Hover said even if Omak didn't want to annex the area, the area should be planned for as though it will be annexed to the city in the future. Engineer Thomson said the fix is temporary and goes across the hospital property.

Network connection to Public Works

Options are still being explored for a wireless option, but still several weeks out. Staff is still losing productivity. Connecting to a V-line will still take several weeks, instead another solution would be wireless but would need a line of site to the tower, but would need that anyway if system is replaced. If we used the CenturyLink pole there would be a charge of \$50 per month, but if the Sheriff's pole could be used then probably less of a charge.

Yakama Nation Project coordination

Engineer Thomson discussed coordination with Methow Trails in regard to Mazama Levee which the Army Corp is already involved in.

The Mazama Suspension bridge may also have some erosion going on, and Yakama Nation is working on that coordination.

We are planning for 2019 gravel crushing and will go out for bids soon. Still looking at where the gravel is needed.

Putting out to bid the Tonasket Bridge North 2R project. Engineer Thomson said there will be zero match due to state and federal funds covering the cost.

Riverside Levee

Engineer Thomson explained Jason Hubbard agreed to move forward on the right of way certification for access to build.

The Similkameen trail inspections will happen in springtime reminded Engineer Thomson.

Engineer Thomson asked if the board had questions on items listed on the consent agenda for approval. He explained the items recommended for purchase were for software, car lift, and tire changer. He said quotes were obtained and the lowest cost quote is recommended. He explained why the items were needed. He explained the details of the Cattle guard relinquishment.

Ben Rough provided his agenda and discussed the items listed there.

Apple Maggot

Mr. Rough provided an update on the apple maggot situation. Community members would like the county to operate the composting service.

The resolution authorizing a Public Works Office Manager Position is on the consent agenda for approval. The time line for filling the position is about a month out if the board approves the resolution.

Motion Executive Session RCW 42.30.110 (1)(b)

Commissioner Hover moved to go into executive session at 11:40 a.m. for 10 minutes inviting Josh Thomson and Ben Rough to discuss matters of site acquisition of real estate in accordance with RCW 42.30.110 (1)(b). Motion was seconded, all were in favor, motion carried.

Executive session ended at 11:50 a.m. no decisions were made.

Citizens Comment Period

George Thornton commented that apparently the commissioners received information about KSPS filming/recognizing Okanogan Watch group and a county commission member in action due to the award Okanogan Watch received on open government who will be recognized.

Mr. Thornton wanted to encourage people to be more involved by being able to call in their comment and input to the board and make them feel like there is more opportunity to comment.

Mr. Thornton would like the county to recognize citizens who support the various activities in the county he suggested anything to recognize those people is important and would be appreciated.

Motion Executive Session RCW 42.30.110 (1)(i)

Commissioner Hover moved to go into executive session at 1:50 p.m. for 20 minutes inviting David Gecas to discuss legal matters to which the county may be a party. Motion was seconded, all were in favor, motion carried.

Commissioner Hover extended executive session ended at 2:10 p.m. for another 5 minutes. At 2:15, Commissioner Branch extended executive session another 10 minutes. At 2:25 p.m. executive session ended, no decisions were made.

Update – Central Services – Randy Clough

Josh Thomson, Ben Rough

Director Clough updated the board on the temporary solution phase and the permanent solution phase for upgrading Public Works building internet services. The options and corresponding costs were discussed for both a fiber and wireless service option.

Director Clough explained the permanent solution would be the fiber, the bandwidth is only limited by our switches, so we could beef those up later when the need to be replaced in the next 2-3 years. Director Clough said the switches are less than \$1,000 each. The time frame for both options is about the same. The wireless would be slightly less expensive, but they are electronic devices too with less lifespan, whereas fiber could last 20-30 years.

Director Clough requested direction to move forward on purchasing the software. Given a 6-10 week window for the permanent solution, the commissioners would like to know how much each option is and the purchase detail so they can make an educated decision about it. Commissioner Branch suggested the permanent fiber solution would be best. Director Clough suggested John Andrist be requested to discuss the options.

In other business, a fresh quote was received for laptops which was \$35,000. The commissioners

originally budgeted \$25,000 of the \$50,000 requested, so a budget supplemental will be necessary. Director Clough will work with Auditor Hall on the request.

Director Clough explained needed software upgrades in the long run for the. The upfront cost is about \$12,500 and it covers three years and after that we pay an annual fee.

A request for supplemental will be submitted.

CANCELLED Update–Human Resources/Risk Management–Tanya Craig

Discussion- Sheriff Temp Accounts Payable Request-Sheriff Toney Hawley

Beth Barker

Sheriff Hawley explained the financial records clerk is going to another position. He requested a temporary clerk be brought in to help with the transition. Ms. Barker explained at least 30 days is needed to help in the department. Cross training has been happening but he would like to bring someone in at around 70 hours per month. Commissioner Hover would like to know the total cost for the suggested time frame at \$22.07 per hour. Commissioner Hover asked for the total impact to the Sheriff budget would be for an employee who doesn't get normal benefits. Ms. Barker will send an email with that information. March 4 would be the start date, explained Sheriff Hawley. A resolution will be drafted for consideration once the information is provided to the board.

Discussion-Uncollected Funds & Finder's Fee-David Creveling

Mr. Creveling stated this would be his fourth time here to discuss money the county should have collected that was abandoned. He wanted to collect the finder's fee if the county agreed. Federal finder's fees allow 30% of what is found. The legalities of finder's fees were discussed with Attorney David Gecas. After further discussion, Mr. Creveling disclosed the possible unrecovered tax monies from the golden phoenix companies perpetual timber parcels. Commissioners would look into the potential of recovering the funds. Send a letter to Creveling regarding the disposition of those funds.

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 \$125,161.25 and Payroll vouchers in the amount of \$921,639.97. 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 \$32,882.53. Warrant numbers as cited on the attached blanket voucher list. Motion was seconded, all were in favor, motion carried.

Motion WSLCB Special Occasion Liquor License Linda Lewis

Commissioner Hover moved to approve the Special Occasion liquor license for the Rocky Mt Elks Foundation on March 2. Motion was seconded, all were in favor, motion carried.

Approve Consent Agenda

Commissioner Hover moved to approve the consent agenda items 1-15. Motion was seconded, all were in favor, motion carried.

1. Commissioners' Proceedings February 4 & 5 and February 11 & 12, 2019
2. CDBG Housing Rehab Grant Request #20-Community Action
3. CDBG Public Services Grant Request #5-Community Action
4. Agreement-Monitoring Services OK PUD #1-Ok. Co. Dispatch
5. Contract-Lodging Tax Revenue -Destination Marketing Org. Services-OCTC LTAC#2019-2021 DMO

6. Contract-Lodging Tax Revenue-Borderlands Historical Society VIC LTAC-19-001
7. Agreement-Storage of Gravel Materials-G.P. Williams-Public Works
8. Authorization to Purchase- Heavy Equipment Diagnostic Software-Public Works
9. Authorization to Purchase-Car Lift-Public Works
10. Authorization to Purchase-Heavy Duty Truck Tire Changer-Public Works
11. Bid Award-Liquid Asphalt-Idaho Asphalt Supply, Inc-Public Works
12. Cattle Guard Renewals: Kincaide CGF#03-09; Rise CGF#15-74;Lundgren CGF#1-83; Synergize CGF#124-73
13. Cattle Guard Franchise Relinquishment-Cliff Helm CGF#1-80
14. Resolution 23-2019 Authorizing Emerging Opportunity –NorthStar OZ Website-Economic Alliance
15. Resolution 24-2019 Authorizing Office Manager Position-Public Works

The board adjourned at 5:00 p.m.

Dated at Okanogan, Washington this 5th day of March 2019.