

**RECORD OF THE PROCEEDINGS****OKANOGAN COUNTY****JULY 30, 2019**

The Okanogan County Board of Commissioners met in regular session at 123 5th Avenue North, Okanogan, Washington on July 30, 2019, with Chairman, Commissioner Jim DeTro; Vice Chairman, Commissioner Chris Branch; Member, Commissioner Andy Hover, and Laleña Johns, Clerk of the Board, present.

Member of the public George Thornton taking hand written notes for Okanogan Watch Group was present.

**Pledge of Allegiance**

The pledge was done.

**Commissioners' Staff Meeting**

David Gecas, Stella Columbia and Angie Hubbard were present.

Attorney David Gecas updated the board on several legal matters he is handling. He also requested executive session later this morning. He discussed communications micro wave system agreement that he reviewed. He discussed a request for new forms for jail visitors, but Mr. Gecas explained the laws behind why those would not be used. Commissioner Branch asked if that would have been through a third-party system that a person has to pay or get authorized to visit someone. He knows a constituent was required to pay \$50 then found out he couldn't visit the person he came to visit, then didn't get a refund. Mr. Gecas was not aware of any fee for visitation.

Stella Columbia updated the board on Fairgrounds office. She has the MOU for AED in the Agriplex. (attached) She said there are plans to redo the sink area near the AED placement site. Ms. Columbia would like to place the AED where it can be seen but not vandalized.

Ms. Columbia will discuss with Engineer Thomson the engineering work needed for the road sign, now that he has returned. FAC members are working on the posts for the Arena to secure the fence.

The north end camping sites need some work and repairs. Ms. Columbia suggested upgrading the north end camping ground electrical and water hook-ups. There is no septic for visitors to pump to. She thought Lodging Taxes could be used for the Capital Improvement. Commissioner Branch said he is reluctant to use LTAC funds to improve the County owned RV park which can be seen as competing against other private RV parks that cannot access the funds. Commissioner Hover stated we do own the facility and also the competition can be considered as competition or drawing in people with horses that would just go through the county because there isn't a place to keep them overnight. The north end camp ground is right next to the horse barns so is able to house horses. Ms. Columbia explained plans for having a spring and fall rodeo on the grounds. Commissioner Hover stated the fee schedule should have the rate for the various uses of the arena etc... It should be structured to be clear what the charges are and what they are getting for the charge. Sales of tickets, concessions, and money making operations was discussed as there should be a certain percentage of the funds made that is given back to the county. The hope is to generate enough funds to maintain the grounds.

Ms. Hubbard discussed a letter that was previously drafted to water users. A list is being prepared of folks to send it to. Commissioner Hover discussed the need for a facilitator for the meetings. Champerty Shores update was given the numbers have not been provided yet by Champerty Shores. Jake Barker is the developer Eastlake shores.

Census Complete Count committee was discussed. Does the board wish to formulate the committee the Census Bureau requested? The committee would round up support and information to get out to people in the county to tell everyone how important the count is. It is like an information campaign. Ms. Hubbard said the libraries are looking into providing people with computer WiFi access. Commissioner Hover thought Trango could give free rides to those coming into town to complete their census. Commissioners would like Ms. Hubbard to get back with Lorraine Rawlston with the census bureau to learn more about forming the committee. Commissioner Branch discussed his interest. The information Ms. Rawlston previously provided was reviewed.

Commissioner Branch explained he would like to interview the Planning Department Staff prior to creating an organizational chart. Commissioner Hover discussed his idea that each department have a structure made up independently from the budget that is solely based on the needs of the department, once the structure is built then the ideal job positions are known rather than the budget driving the needs of the department. Commissioner Branch was in agreement but said it would be helpful to him to better understand how the department is currently operating. The planners, he observed, should have opportunity for better professional development. The department has lacked the relationship with the state planning associations and they have a large educational component that isn't being utilized. Commissioner Hover reiterated that he met with all elected officials on this matter, and looking at the organizational chart and positions that serves Okanogan County regardless of budget.

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

Commissioner Hover moved to go into executive session at 9:45 a.m. for 20 minutes inviting Attorney David Gecas to discuss legal matters to which the county may be a party. Motion was seconded, all were in favor, motion carried.

Executive Session ended at 10:05 a.m. no decisions were made.

#### **Update – Human Resources/Risk Management – Tanya Craig Shelley Keitzman**

Ms. Craig requested executive session.

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

Commissioner Hover moved to go into executive session at 10:10 for 20 minutes inviting attorney Paul Kirkpatrick to discuss legal matters to which the county may become or may be a party. Motion was seconded, all were in favor, motion carried.

Executive Session ended at 10:30 a.m. no decisions were made.

Ms. Craig explained she will meet

Randy has scheduled a meeting with the board to discuss staffing levels in Central Services.

She discussed research she did on the Planning Director position from other counties. Commissioner Branch explained his desire to interview the planning staff to learn their level of understanding of the process they are involved in. Primarily based on his background he would like to get a good idea of the organizations understanding of planning principals.

The Clerk of the Board discussed items with the board and requested action by the end of the day on the following matters:

- Joelle Briggs letter regarding Methow Valley State Airport & Evans Road
- Request to Authorize Lael Duncan to sign the certification of consistency needed for the Housing

## Authority of Okanogan County

Meadow Point Senior Affordable Housing project.

- City of Okanogan's Franchise Agreement for Fiber optic utility line from courthouse to public works building
- Set an Aug. 19 Housing Coalition meeting to discuss HB 1406 allowing taxes to be collected for affordable housing.

The board discussed where the cost of the City of Okanogan utility franchise would be paid, whether or not Public Works funds would pay the cost or Current Expense non departmental funds would pay the cost. It was not decided.

## Update – Assessor Office – Assessor Jan Million

Deputy Assessor Jan Million provided the Assessor update. She said Larry is out of the office. Cama Cloud contract has been signed and working towards becoming live next spring. Out in the field and on schedule with appraisers. The first day for Board of Equalization hearing appeals is tomorrow.

Commissioner Hover asked about the time frame for appraising new construction and when those rolls will be known. Ms. Million said the assessor is already looking at the current expense.

## Bid Opening – CRP N0. 9221-04 Statler Bridge – Shasta Stidman

Josh Thomson

The time for receiving bids has arrived. Three bids were received. Commissioner DeTro opened and read out loud the following bids.

Sales tax will need to be clarified.

### DW Construction Davenport

Bid bond included Total base bid \$1,403,644.00 without sales tax.

### Cates & Erb Inc, Omak

Bid Bond included Total base bid \$1,047,201.00

### N&N Excavation LLC, Mead, WA

Bid bond included Total Base bid \$961,987.66

The apparent low appears to be N&N Excavation LLC.

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

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

### *Maintenance and Road conditions*

Engineer Thomson explained the status of roadway maintenance occurring throughout the county. Tree removal was discussed where a tree was requested to be removed in commissioner district #2. Starting to pull together the preliminary budgets.

### *2020 Budget & Priorities*

Commissioners discussed where the cost for the franchise agreement would come from Public Works budget or Current Expense. The cost for the building window replacements are in the draft capital facilities plan and would be budgeted for in Capital Improvement funds.

Public Works Priorities were discussed. Commissioner Hover asked about planning for the county shops replacement. He discussed issues with the current shops that create problems such as the sand freezing before it can be used. Engineer said he looked at a six bay shop costing

around \$500,000. He said the stick built shop is less costly and could be built by locals, if a steel building the cost is slightly higher but likely an outside vendor.

Engineer Thomson discussed Closeout of a fund that is about \$500,000 which could start a shop project, but there really isn't any grant funding out there for building shops. Either Capital Improvement funds or Public Works funds could be used depending on whether the project is identified first in the Capital Improvement plan with ready to go funding. Because the shops are a function of public works it appeared costs could be paid from Public Works funds.

#### *Hwy 7 Tonasket Bridge N Construction Project*

This project is pretty much complete with construction clean up taking place

#### *Statler Bridge Replacement Project*

Starting right after Labor Day.

Plans puts the project into January, but no timeline requirement. The road will be closed for three months, so the school district will be contacted to provide that information.

Elmway Levee Project started yesterday. There is a lot of sand going to the landfill for the next phase cell.

He has not heard anything new on the Barkley & MVID Ditch project

#### *Purchasing policy*

Engineer Thomson would like to move forward with creating an update of the draft purchasing and contracting policy. He asked if the plan should refer to RCW rather than articulate the step by step. Commissioner Branch said an internal tool could be created to guide those doing the work and would be more helpful.

The flow charts will be prepared as well to show the various types of purchases

The Board had no questions about public works items listed on the consent agenda.

George Thornton Okanogan Watch Group, taking hand written notes.

Commissioner Branch explained he was invited by the Washington State Transportation Commission to speak at a meeting that will be held September 16-17, 2019 in Skamania County of the Washington, Oregon, and California Transportation Commissions would also be speaking.

#### **Citizens Comment Period - May call in 509-422-7100**

No citizens were present and no citizens called in today.

#### **Discussion –On Purchase & Sale Agreement of Miller Gravel Pit-Angie Hubbard**

Angie Hubbard, Interim Planning Director; George Thornton member of the Okanogan Watch Group and Mr. & Mrs. Claude Miller were present.

Commissioner DeTro stated this is a closed discussion on the purchase and sale agreement.

Ms. Hubbard explained this was a postponement of the decision on whether or not the county would enter into a purchase and sale agreement with the Millers regarding the county purchasing the gravel pit.

Gary George provided cost estimates for the cost of gravel from the Methow Pit. Commissioner Hover wants a long-term resource, and at other time utilize another means, we would still have the long-term

asset with the material. The total acreage is nice because when we slop back 2/1 we have to have a large property in order to move around. Mr. George said we are not looking for a short-term solution, we are looking for long term and this gives the county the long-term resource. Commissioner Branch said the ability of the county to mitigate the impacts to neighboring residents is what he is looking for. Commissioner Hover said some parcels there will be some kind of visual impact, but with this one you would not see the pit unless you were up in higher elevations across the valley and quite far away. Commissioner Branch said a conditional use permit is not in place (a condition of purchase) so we are still forming what those conditions might be. Mitigation measures we discussed is the soil stabilization work, which will reduce the amount of future road work and dust control needed. Mr. George explained other project mitigations and concerns that didn't become a requirement later on in the project, so he is careful about putting undo restrictions on ourselves. Another thing is to pave the entrance of Dansel Road and pave the entrance of the pit so trucks aren't tearing up the road and will create a run out zone. He isn't sure planting trees is a viable solution based on the landscape. The 15-foot berm around the pit will be created and that will be seeded and will create a screen as well. Commissioner Branch said if people are concerned, we should make an effort to discuss those concerns. Commissioner DeTro stated if we don't do this and it doesn't happen now we will lose the opportunity in the Methow. The pit appears to have plenty of material and is predicted to last 100 plus years. Commissioner Hover said if it is cost effective for the county, why the county wouldn't consider its options. Commissioner DeTro thought if the county passed on the purchase of this pit and decided to go with private companies those companies could, due to inflation, increase their price above the cost of sourcing our own gravel. Commissioner Branch stated the same items discussed will be on the SEPA checklist, so any challenge to our decisions would go to that list and mitigations identified through that process which results in SEPA determination.

Mr. George discussed the project plan and final closeout. He explained why a good plan is the best plan. He stated the costs involved. Commissioner Hover asked if the closeout includes filling in the slope with the berm materials and bring the top soil down over top and put the seed out at the right time of year that is done on the final reclamation work. We don't have another pit of this size, he said they would reclaim as they go.

Another concern was the maintenance of the haul road, said Mr. George. In the grand scheme, the total additional fixed costs were given. (attached)

Commissioners want to ensure they make a prudent decision. Purchasing this property secures an asset the county could use for a long time. If at some point it becomes cheaper to purchase the county can choose that route.

### **Motion Purchase and Sale Agreement**

Commissioner Hover moved to approve the purchase and sale agreement between Claude Miller and Okanogan County for purchase of the following parcels and authorized the chairman to sign the agreement. Motion was seconded, all were in favor, motion carried.

### **Public Hearing—Declaring County Property Surplus—Public Works ER&R Dump Truck & Plow**

Commissioner DeTro opened up the hearing calling for staff report, seeing no one he closed staff and opened up to the public, seeing no public he closed public comment and opened up to commissioner discussion.

### **Motion Resolution 91-2019 County Surplus Dump Truck and Plow**

Commissioner Branch moved to approve resolution 91-2019 to declare certain county Public Works equipment (1996 Ford L9000 Cummins Dump Truck and 1986 Jensen snow plow) surplus to the needs of the county. Motion was seconded, all were in favor, motion carried.

### **Continued Public Hearing Budget Supplemental Appropriation-PILT CE**

Commissioner DeTro opened up the hearing calling for staff report, seeing no one he closed staff and



opened up to the public, seeing no public he closed public comment and opened up to commissioner discussion.

### **Motion Resolution 90-2019 Budget Supplemental Appropriation PILT CE**

Commissioner Hover moved to approve resolution 90-2019 a budget supplemental within Current Expense and Current Expense Reserve in the amount of \$169,138. Motion was seconded, all were in favor, motion carried.

### **Bid Award – Domestic Violence Funds – Superior Court Clerk**

Charleen Grooms and Susan Speiker were present.

Commissioner DeTro stated the meeting is to hear the Clerks recommendation on the Domestic Violence funds contract.

Clerk Grooms stated her recommendation is to award 60% of the funds to Support Center and 40% to Room One. She said David Gecas looked over the bids and questions were answered. He was amiable with what the Clerk decided. There was award criteria that was not addressed as well by Room One and could have affected the outcome. The funds are derived from 1.6% of a filing fee and is under \$500 annually.

Tami Nicolson with the Support Center commented that the Support Center provides services to people throughout the WHOLE County and Room One only covers the Methow. She said the Support Center has been in place for over four years and Room One hasn't.

Commissioners reviewed the contracts as drafted.

### **Motion Domestic Violence Funds Contract Award**

Commissioner Hover moved to approve the contract between Okanogan County and Room One for 40% of the funds. Commissioner Branch seconded, and in discussion commented on the proportion of the allocation and how much volume each entity deals with; he isn't sure the breakdown is fair. Commissioner Hover said he is okay with the split, because the Support Center does provide services in his district as well, and he believes it is fair. Commissioner Branch supports the work provided by both entities but noted that caseload would probably be a more appropriate determinate of fund allocation. Commissioner DeTro stated it was up to the Clerk to provide her recommendation, and it is up to the board to ask questions. No further discussion, Commissioner Branch voted nay, Commissioner Hover and Commissioner DeTro voted yeah. Motion carried.

### **Motion Domestic Violence Funds Contract Award**

Commissioner Hover moved to approve the contract between Okanogan County and the Support Center for 60% of the domestic Violence funds. Motion was seconded, all were in favor, motion carried. Commissioner Branch noted that he voted against the distribution ratio; however, in considering the contract his vote is in favor of signing the contract according to the ratio previously approved by the majority.

### **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 \$722,219.37 and Payroll vouchers in the amount of \$1,081,661.83. Warrant numbers as cited on the attached blanket voucher list. Motion seconded and carried.

### **Motion Public Health Voucher**

Commissioner moved to approve the Public Health Vouchers including payroll in the amount of

\$45,215.08 and regular vouchers in the amount of \$9,430.64. Warrant numbers as cited on the attached blanket voucher list. Motion was seconded, all were in favor, motion carried.

### **Approve Commissioners Proceedings of July 15, 16, 22 and 23, 2019**

Commissioner Hover moved to approve the Commissioners proceedings of July 15, 16, 22, & 23, 2019. Motion was seconded, all were in favor, motion carried.

### **Motion Resolution 94-2019 Juvenile Part Time Employees**

Commissioner Hover moved to approve resolution 94-2019 providing for Juvenile part time employees. Motion was seconded, all were in favor, motion carried.

### **Motion Franchise Agreement City of Okanogan Fiber Optic**

Commissioner Branch moved to approve the Franchise Agreement between the City of Okanogan and Okanogan County for fiber optic utility lines to serve the Public Works building. Motion was seconded, all were in favor, motion carried.

Commissioner Hover discussed a draft letter to Joelle Briggs Aviation Director

### **Motion Authorization to Lael Duncan-Certification of Homeless Housing Plan to**

Commissioner Branch moved to authorize Lael Duncan of Community Action council to certify consistency of Meadow Point Senior Housing with the county's approved Homeless Housing Plan. Motion was seconded, all were in favor, motion carried.

### **Approve Consent Agenda**

Commissioner Hover moved to approve the consent agenda items 1-8. Motion was seconded, all were in favor, motion carried.

1. Appointment Letter – Planning Unit for the Watershed Plan Update for WRIA #49 – Stacy Shutts
2. Appointment Letter – Planning Unit for the Watershed Plan Update for WRIA #49 –Bryan Cook
3. Approve – Classroom in Bloom's Garden – Special Occasion Liqueur License
4. Tonasket Comancheros – Special occasion Liqueur License
5. Contract – Depart of Commerce – CDBG – Contract Closeout
6. Resolution 89-2019 – Establishing Building Fund #423
7. Resolution 92-2019 – Classifying the Regular Part Time Court Commissioner
8. Resolution 93-2019 Surplus and Sale of Seven Roll-Off Containers

### **Discussion Central Services Staffing**

Randy Clough and Tanya Craig were present.

Mr. Clough discussed his retirement schedule, but his concern is that when he leaves there won't be anyone left to cover the network position responsibilities he handles.

Mr. Clough explained the challenges within the department and the estimated timeline of retirement of current staff. Someone will need to be hired and trained to take on the network responsibilities and the responsibilities he is assigned and that position was previously approved. Then internally advertise for the Director position. Ms. Craig explained that internal process.

Also, another person will be needed to train up for the director position if someone is not hired internally. At budget time we need to make sure the placeholder is noted in the department's preliminary budget for a 12 month wage. Mr. Clough state the department has four authorized positions with only three funded.

Mr. Clough is taking a skill set with him and is what he thought the focus would be in the first hiring

process. It is a narrow skill set and he doesn't know of many people with those skills. The director position job description will need to be reviewed at some point in order to know what training would be involved if someone is hired before Mr. Clough leaves. Commissioner Hover discussed some ideas for the Director position and that all three positions has a different skill set. Commissioners are alright with overlapping training as the department provides a critical function the county requires.

We need three job descriptions that do not include the Director responsibilities. They are System Administrator, and the two Network analysts. Signing Authority will be needed of a second Central Services employee.

The board adjourned at 4:30 p.m.