

RECORD OF THE PROCEEDINGS**OKANOGAN COUNTY****MARCH 26, 2019**

The Okanogan County Board of Commissioners met in regular session on March 26, 2019, with Chairman, Commissioner Jim DeTro; Vice Chairman, Commissioner Chris Branch; Member, Commissioner Andy Hover and Laleña Johns, Clerk of the Board, present.

Update-Superior Court & Juvenile Admin- Mr. Dennis Rabidou

Mr. Rabidou introduced the subject of placement of the AED equipment. Commissioner Hover thought it would be good idea for the safety committee to notify employees of the whereabouts of the first aid kits, as well. Mr. Rabidou stated that was a good idea as it would go along with the info cards being created for use of the AED. It would be good to put the first aid kit supplies on a rotation to ensure items are not expired. Mr. Rabidou said perhaps public health could put it on their schedule. Training of employees on the use of the AED was discussed. The MOU to be approved was reviewed by the board.

Mr. Rabidou stated ITA costs are being addressed via HB 5720 and the bill has the Juvenile part in it as well. WSAC is involved and offering amendments.

Mr. Rabidou explained the county auditor found a drawer full of jury mileage reimbursements that will need to be processed. Those were unplanned costs, so there is not budget for this unexpected cost, but Mr. Rabidou said Superior Court will absorb those costs.

Motion MOU Artificial External Defibrillator

Commissioner Hover moved to approve the MOU between Okanogan County, Life Line Ambulance Inc, and the Okanogan/Omak Rotary Club for provisions of AED maintenance and training of employees and authorized the Chairman to sign. Motion was seconded, all were in favor, motion carried.

Mr. Rabidou further commented on the Juvenile sewer project as the work is beginning today. Commissioner Hover asked that Mr. Rabidou ensure staff do not become concerned and over excited about the work, as the project should not take long to complete. Mr. Rabidou said he met with Perry Huston in order to come up with a four-phase work plan for a new design that would put the Detention Plan in place in 2020, with disbursement of information to the community that explains the assessment to try and get a feel for the needs of the community. Commissioner Hover asked what the business plan model was of the Juvenile department. Are new laws going to keep juveniles out of detention therefore we need reduced staff? Mr. Rabidou explained successes, noting we are behind the curve. We are there in terms of juvenile implementation of programs, plausible engagement strategies, and will continue that, but if WSAC unravels that then what? The advocacy groups have not been successful. The reality for us is to ensure our detention center is meeting the needs of the community and how those things tie in to the cross over services because there are multiple agencies that work together on this with our kids and there are not resources. We have to combine what we have to be efficient. He is not thinking a larger facility will be necessary, but rather a restructure of what we have. Keeping it where we are at, with the previous design being unrealistic for us. Commissioner Hover stated if we do this, for the business and services provided, will we need to create efficiencies so it costs less to operate or do we rethink the areas that are failing? Do we want to take more juveniles in to augment salaries? Mr. Rabidou said for integrating services, he isn't sure how that will look, but if we are using tax payer money we need to do what we know will create the efficiencies.

Mr. Rabidou stated he has done very well with creating efficiencies and has always been in that position. Many centers have not made those cuts and we have not needed to.

Mr. Rabidou explained there are two Secure CRC's, but they are not being utilized. He stated they are Crisis Residential Centers (CRC). This would be an alternative to Juvenile Detention. There is a perception that there is a lot of work to be done to ensure the kids are secure and in a safe environment. He discussed providing both the detention as well as a CRC and SCRC. We have had to send kids to Spokane or Seattle because we don't have that resource. This legislative session should provide the additional funding. We may see a push for more.

George Thornton, member of the public, arrived at 9:00 a.m. to take hand written notes for Okanogan Watch Group.

Commissioners' Staff Meeting

Chief Civil Deputy David Gecas, Maintenance Supervisor Joe Poulin and Planning Director Perry Huston were present.

Joe Poulin discussed the Juvenile Sewer project. There was no as built to follow but one will be created now that we can see where the lines are at. The project is going along well. Mr. Poulin expressed appreciation for the recent purchase of the lawn vacuum. It will save a lot of time. He provided the cost scenario for two temp maintenance employees at the fairgrounds. The overtime for the fair itself was included. The overall cost will be \$22,039. There was not funds budgeted in either the Maintenance or the Fairgrounds budget. He would like the temps to begin May 1 and work through September 30th. Commissioner Hover would like to know what the possibility of using trustees for the season is first. Mr. Poulin said right now, the Jail is down by about 60%. Commissioner Hover suggested a discussion with both the Sheriff and the Prosecutor to learn more about the situation. The Board would like to learn the implications of people not going to jail, and to learn if this is a trend and if so we may have space to rent. Mr. Poulin stated the department will definitely need one temp. Commissioners want to do some more research on the matter.

Joe Poulin explained he met with Mark's Plumbing regarding the irrigation systems and sand filter at the Fairgrounds. Different types of filters were discussed such as the wafer and cyclone types. The wafer type collects mud and finer types of sand, whereas the other takes out only the larger pieces. We need to know what it costs to design the irrigation system then staff will can install it at leisure. Director Huston said the key is that we get what we ask for. If we ask for a design build then that is one thing, but if only ask for the design then it can be broken out to determine the thresholds for each phase.

Director Huston discussed setting the groundwork for the planning unit for this summer. The Planning budget will be discussed with the Auditor. Ground work has begun on the road work.

David Gecas requested executive session to discuss pending litigation.

Motion Executive Session RCW 42.30.110 (1)(i)

Commissioner Hover moved to go into executive session at 9:30 a.m. for 20 minutes inviting David Gecas and Perry Huston. Motion was seconded, all were in favor, motion carried.

Commissioner DeTro extended executive session another 10 minutes at 9:50 a.m.

Commissioner DeTro extended executive session another 10 minutes at 10:00 a.m.

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

Update County Assessor-Larry Gilman

Larry Gilman and Jan Million were present.

Assessor Gilman updated the commissioners on staffing. He said his office is now at full staff. He is happy with the selection made on recent hires. There were 33 applications submitted.

He explained some joint purchases he would like to participate in with other counties on the purchase of new field devices. He explained there are six other counties joining in the purchase of the devices in order to keep costs down. Having the devices creates much better efficiencies. He is pursuing those costs and will provide those once obtained.

Commissioner Branch would like to visit individually with the Assessor to learn about the situation. Assessor Gilman stated he is coaching kid's baseball and will be out of the office at 3:30 each day during the season. Otherwise, he is available.

Assessor Gilman stated another employee is planning to retire this year, so filling that position will need to be considered in the near future. Assessor thanked the board for their time.

Commissioners discussed the Watershed Council request for reappointment of Dick Ewing and Travis Thornton and the make-up of the council. Commissioners discussed how the official appointments are approved and which governments are involved. Meeting minutes of the council were provided with the request for recommendation.

There are two other entities involved with appointing the members.

Motion Methow Watershed Council Recommendation for Reappointment-Dick Ewing

Commissioner Branch moved to approve the Okanogan County Commissioners recommendation to appoint Dick Ewing to the Methow Watershed Council representing position #3, Mid-Methow. Motion was seconded, all were in favor, motion carried.

Motion Methow Watershed Council Recommendation for Reappointment-Travis Thornton

Commissioner Branch moved to approve the Okanogan County Commissioners recommendation to appoint Travis Thornton to the Methow Watershed Council representing position #4, At Large. Motion was seconded, all were in favor, motion carried.

Commissioners discussed the Veterans Operation Manual and what changed. There was not indication of the changes. Commissioner Branch asked that in the future it would be good to have a copy of what was changed or added.

Motion Veterans Operation Manual Approval

Commissioner Hover moved to approve the Veterans Operation Manual as presented. Commissioner Branch seconded the motion but abstained from the vote. 2-3 Motion carried.

Motion Agreement Non Commissioned Sheriff's Office

Commissioner Branch moved to approve the Agreement between Sheriff Non Commissioned group and Sheriff. 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 \$450,008.64. Warrant numbers as cited on the attached blanket voucher list. Motion seconded, all were in favor, motion carried.

Motion-Public Health Voucher

Commissioner Hover moved to approve the Public Health Vouchers including regular vouchers in the amount of \$14,227.98. Warrant numbers as cited on the attached blanket voucher list. Motion was seconded, all were in favor, motion carried.

Motion-Auditor Responsibilities

Commissioner Branch moved to approve and authorize the Chairman to sign the State Auditor Letter acknowledging the 2019 state audit. Motion was seconded, all were in favor, motion carried.

Bid Opening—2019 Gravel Crushing- Public Works Shasta Stidman

Commissioner DeTro stated the time for receiving bids is here. Three bids were submitted on time and opened by the chairman.

De Atley Crushing Company

Total Bid \$449,500

Godbey Red-E-Mix Concrete Inc, Brewster

Total Bid \$393,000

Seubert Excavators, Inc Idaho

Total Bid \$394,900

Bids will be reviewed by Public Works staff and a recommendation given.

Engineer Thomson stated the engineering estimate was \$418,500

Update-Public Works-Engineer Thomson

Solid Waste Manager Kent Kovalenko and Admin Ben Rough were present.

Engineer Thomson provided his agenda and discussed the items listed there. He discussed a previous request to crown county roads and why the county grades the roads the way it does. It has been tried and it doesn't work in all places.

Maintenance and Road Conditions

Engineer Thomson stated the Carlton drainage issue has not been resolved waiting to hear back from the commenter. There are two trees on Aeneas Valley road where two fatalities happened due to the trees. There is an adjacent landowner upset with the fact the trees will be removed. Commissioner DeTro stated there is salvage value in pinewood especially if they are very large. He recommended they be cut to longer length.

Network Connection to Public Works

Engineer Thomson stated it took over half an hour to complete the overtime report. The timeline for repair was about 4-6 weeks and it's been two weeks already.

Mr. Kovalenko discussed changes to the Twisp landfill hours for the summer months. He is looking at the traffic flow and June is when it appears to ramp up. He said adjusting the summer hours at the Twisp station creates better efficiency with staffing. Saturday hours would not change. Managing the personnel and overtime hours and still providing a good service to the public is the plan, but right now there is lack of efficiency. Mr. Rough stated they are looking for support of the commissioners not to go into the summer hours schedule at the landfill. The Bridgeport landfill does close at 2:00 on Saturday's. Consistency is important, stated Commissioner Branch. The plan is to post the information to the public.

Mr. Kovalenko updated the board on a recent meeting with Dept. of Ecology (DOE). The discussion oriented around a concern about infrastructure improvements for the treatment Apple Maggot area

green waste. There was indication that grant dollars would be available for the improvements. He needs direction on the Board's preferred method. Should the waste be stock piled and burned, that is a band-aid fix. DOE wanted other options utilized rather than burning; like stock piling to chip, grind and haul the waste to the west side. This is not the most cost effective choice without grant money and it's more expensive than steam treating it. Steam treating will cost upfront, but will be more efficient and can be used in other parts of the county should the problem become bigger countywide. Mr. Kovalenko needs direction on which to go with. Commissioner DeTro stated if we can get some additional grant funds, then commissioners would like to see the steam treatment equipment purchased. Commissioner Branch agreed that would be best keeping in mind air quality.

Public Works Roadway Maintenance Manager Salary

Comparing with county wages and medical benefits, this position is paid less than other supervisors. Comparable counties have similar positions and we were at 70% of comparable pay. There is budget for the cost.

Motion Staff Direction Maintenance Manager Position-Public Works

Commissioner Hover moved to direct staff to create a resolution to reclassify the Roadway Maintenance Manager position to grade 34. Motion was seconded, all were in favor, motion carried.

Similkameen Trail

Need to get a look at the trail and ensure as many culverts are opened as possible. Is there any of the funds remaining that was donated and wasn't spent in the Planning Dept. budget?

Engineer Thomson discussed the items listed on the consent agenda and asked if the board had questions before the items go into approval process.

Litter control was discussed.

Commissioner DeTro explained a 4% crown is done on some county roads, but the way people travel on the road is why some areas are flat. There is also training for graders to learn the proper way to grade. Stan said he would like to spend some time with Josh to go over the situation. Commissioner Hover volunteered to spend some time going over the situation with Stan and public works.

Commissioner DeTro asked about the industrial vacuum. Mr. Kovalenko explained how much time it will save. It will save the time of ten people just with this one item.

Citizens Comment Period-May call-in at 509-422-7100-Time may be limited

Caller Jim Brennan called Twisp. Mr. Brennan thanked the commissioners for the call in opportunity and thought the video taken by Okanogan Watch Group helps people feel connected. The Commissioners March 18 meeting focused on Airbnb and affordable housing. It prompted him to discuss affordable housing. He isn't an expert or consultant of any kind, he was a county building official long ago. He has experience in building houses. His family moved to Twisp area about 12 years ago and his son and daughter with disabilities has lended to how hard it was to find affordable housing. His daughter lived in HUD supported housing and it was challenging. It was pointed out to him, going back to SEPA, the county comp plan update there is a component for affordable housing. It seems as though alternative #3 a call for adequate inventory of affordable housing it is very important. He purchased a lot in Twisp with a 40-year-old double wide on it and his daughter lives there, the situation does have a successful conclusion, which allowed both to excel get good jobs and be part of the community. Looking around the county, he sees a real need for affordable housing. Although he is a fan to preserving open space, but we do need other types of housing for those who have less income or have disabilities. As the final draft of the comp plan is done keep an emphasis on helping certain demographic of people in mind. Often times he sees housing located in flood plains, cast off lands and on challenging lands. Keep an inventory of affordable lands in mind for those who need it. It really is at the core of allowing people to feel part of the community and stay here. Tourism is a big

part of our economy but on the side there is retirees, elderly on limited income, young people that are just starting out, this is a basic need.

Commissioner Branch thanked Mr. Brennan for his comment. He stated the board will ensure the comp plan has affordable housing provisions. Mr. Brennan asked where the county is at in terms of the comp plan update. Commissioner Hover stated there were a number of items to be addressed with the three alternatives and adding another alternative for four.

George Thornton said he spoke individually to Commissioner DeTro about Swanson Mill Road being really bad and he said he spoke individually to Commissioner Branch about TV District #1.

Department Head Quarterly Meeting-Commissioners Hearing Room

Commissioner DeTro opened up the meeting stating Perry Huston would facilitate the listed items to be discussed.

1) Presentation: Employee Identification Cards

Maurice Goodall explained the format for the ID cards to be used by county employees. Commissioner Hover asked what the vision is for the badges primary use. Mr. Goodall explained when there is a check point the ID can help. The ID cards help customers and others the person is an employee of the county. The IDs help officials identify themselves to customers or people they are talking to in the county. The reason is do we really want the ID of someone also on the key they use to access the courthouse? There are pros and cons to either. For now, the key and ID cards should not be kept together.

2) Presentation: Emergency Notification System

Mr. Goodall explained the idea of using Shoretell as our Courthouse Complex emergency broadcast system was discussed. We found out we can make zones within each building to be used to notify individual areas of things. It is almost ready to be tested. He will reach out to each department so the system is ensured complete contact information for employees.

The time line for ID cards is about 3-weeks for approval by the commissioners and implementation. The alert system is already to go. The broadcast system checklist is also about complete. For elected officials, it was thought the county chairman would sign, but that is still being worked out. A commissioner is required to sign other elected officials claims for reimbursement, so it falls in line with that.

3) Capital Facility Plan: Call for projects

Director Huston explained a memo will go out with two objectives. Any capital project envisioned for the fiscal year. It is a requirement of the Planning Enabling act, level of review must be consistent with the comp plan. This is the second year we have embarked on this. The letter will go back out globally. For internal purposes it is a budget issue. The list of capital projects and the funding attached to that are of particular interest to the commissioners.

Director Huston explained the projects that are already under review. There is a distinction between capital purchase and capital facility plan. If the purchase is attached to a capital project then it could be. He would like feedback from departments of projects they are planning. A Chart will list the project identifies stages design construction and the revenue source to be used. There will be some things like the Champerty Shores, which will identify where revenue will come from.

Director Huston explained the level of review for the identified projects.

Would it be a five or ten year plan? The planning window goes out about six years, with an annual work plan depending on what is being done.

Judge Culp asked how a department would know at what stage they are at with their project within the six-year plan. Director Huston said some departments have already laid out a time line. The annual review may only change the timelines or funding sources for a particular project. The idea as we walk across the six year span it informs the commissioners at what stage the project at. The information will be requested in order to upgrade our current plan as approved in resolution 307-2012.

4) Purchasing & Contracting Policy-Update

Commissioners are interested in revising its policy on purchasing and contracting to be closer to state guidelines. Professional services is one area the statute provides guidance on. The tone is to make it as efficient and streamlined as possible at the same time ensuring the county is in compliance with the rules. When and what types of contracting informal bids can be solicited for before having to provide a formal process.

5) AED and First Aid kit locations

Commissioner Hover explained the Judge Rawson purchased an AED and the Omak Okanogan Rotary club is providing the educational component through Life Line. Judge Culp explained the arrangement and responsibility of maintaining the equipment. The commissioners signed an MOU today. The AED's will be kept in an accessible area, keeping in mind we start looking at different programs that allow county employees CPR and AED training. For the last two years, it was unknown that we had first aid kits. Stop the Bleed training was also discussed, by Judge Culp. It is very difficult to do a tourniquet without knowing the amount of pressure a wound needs to stop the bleed. The Stop the Bleed packet will also be with the AED. The classes focus on CPR, AED, and Stop the Bleed training.

Each department should know where their first aid kits are located. We should all know where all department kits are located. First Aid kits should be reviewed bi-annually or annually. All the locations should be listed in one place then emailed to all employees for reference.

Mr. Goodall would like to see all employees be required to be trained for CPR, AED and Stop the Bleed. The entire course may cost as little as \$15.

6) Review on-going committee projects

Director Huston asked for additional comments.

a) Courthouse Security/public access (4)

Aaron Culp gave an update on courthouse security. Someone was hired who will primarily function in courthouse areas of most concern and will be assigned to those areas. Working through the courthouse randomly with 60% of the employee's time in courthouse and 40% in the jail as needed. It was recommended that the employee introduce himself to all county offices.

b) Campus security/Office relocations (2)

c) Update personnel manual

Risk manager still working on this. It has not been adopted yet.

d) Communications system/internal emergency warning

e) Salary grade review/revisions (3)

Commissioners have received the information needed to look at changing steps and what that would do to the budget. Hoping to not have to negotiate contract every year.

f) Vehicle replacement funding (2)

The details are still not known in terms of whether the county finds more benefit in utilizing the ER&R fund for county vehicle replacements. There may different ways to put some predictability into the situation would be good especially with Sheriff and Juvenile departments.

g) Emergency communications center

Statute authorizes 1/10 of 1% and commissioners have that under consideration. Legislature is considering bills for this too.

h) Radio network expansion/upgrade

i) Medical Insurance

Commissioner Hover said we were supposed to have a meeting about self-insurance options, but that meeting was cancelled.

Engineer Thomson asked about the website update? Commissioner Branch stated he was pretty sure Tanya Craig was working on that.

Judge Culp asked about a salary committee that used to brainstorm salary concerns. Is it something that is still in the works? Commissioner Hover stated he has received the information needed to figure out the budget hit for salary step increases over a longer period of time. It will depend on what we can afford and what services we provide. Commissioner Branch asked if or an update regarding this matter be done to would help articulate where we are at with those requests and where we can go with them.

Larry Gilman explained some changes he made in the Assessor's wing of the courthouse.

Update Human Resources/Risk Management-Tanya Craig and/or Debi Hilts

CANCELLED by Tanya Craig

Motion Letter Medicaid Shortfalls

Commissioner Hover moved to sign the letter to legislators regarding the insufficient Medicare and Medicaid reimbursements and the impacts it causes. Motion was seconded, all were in favor, motion carried.

Motion Resolution 38-2019 Reclassifying Roadway Maintenance Manager

Commissioner Hover moved to approve resolution 38-2019 which reclassifies the Roadway Maintenance Manager position within public works from grade 31 to grade 34. Motion was seconded, all were in favor, motion carried.

Commissioners requested the Clerk of the Board send a memo to the Treasurer asking her to transfer up to \$400,000 from current expense reserve to current expense to ensure proper amount of cash is available for expenses.

Approve Consent Agenda

Commissioner Hover moved to approve the consent agenda items 2-11, excluding item #1 meeting minutes of March 18, 19. Motion was seconded, all were in favor, motion carried.

1. Commissioners' Proceedings March 18 & 19, 2019
2. Application for Outdoor Sign Bill Board Permit-Fairgrounds
3. Purchasing Authorization-Message Sign-Litesys Inc. -Public Works
4. Contract-2019 Supply of Soil Stabilizer-Enviro Tech, Inc
5. Contract-Janitorial Services-WDB Janitorial LLC-Public Works
6. Acknowledge Fairgrounds Facility Use Agreements-See List
7. Purchase Authorization- Industrial Vacuum-Bens Cleaner Sales, Inc.-Public Works
8. Contract Supplemental No.'s 17-21-Engineering, Environmental Consultation Services-Parametrix
9. Direct Services Contract-Remaining 2018 Homeless Housing Funds-Room One
10. Public Works Contract- Juvenile Sewer Line Repairs-Ogborn Plumbing & Contracting
11. CDBG Housing Rehab Grant Request #21 \$8,797.11
12. Resolution 37-2019 Extending Authorization for Temp Help-Sheriff's Records

The board adjourned at 3:30 p.m.