

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

The Okanogan County Board of Commissioners met in regular session at 123 5th Avenue North, Okanogan, Washington on November 19, 2019, with Chairman, Commissioner Jim DeTro; Commissioner Andy Hover and Laleña Johns, Clerk of the Board, present.

Vice Chairman, Commissioner Chris Branch; Member, absent to attend the Washington State Association of Counties Board meeting and County Leaders Conference in Spokane. Also, attending the Washington Counties Risk Pool regular board meeting on Friday.

Pledge of Allegiance

The pledge was recited.

Commissioners' Staff Meeting

David Gecas, Kelly Ross, Angela Hubbard, Joe Poulin

Commissioner Hover and Commissioner DeTro discussed the request for CDBG Planning Only Grant through Dept. of Commerce for Fire District #10. The district will need to know they are to do most of the work and the county ensures compliance.

David Gecas updated the board on litigation matters. He requested executive session to discuss in more detail. Commissioners said after staff would be best time.

Joe Poulin provided a replacement report showing the HVAC units and their replacement schedule around the Courthouse Complex. Has he figured out the cost to do phase II of the energy project? It would entail removing the stacked units extending the pipes to the annex, removing radiators and replacing with miscellaneous heating/cooling units. Phase II would be a smarter way of upgrading. An estimate for phase II was requested. We have the incentive money from the OKPUD (\$128,000) that could be used to help with costs.

Motion

Commissioner Hover moved to approve the FEMA Statement of Documentation and Final Inspection Report (SOD/FIR) Disaster No. 4188-DR-WA FEMA ID No. 047-99047-00 State Agreement No. D15-211 and authorized the chairman to sign. Motion was seconded, all were in favor, motion carried.

Mr. Poulin explained there is one custodian person attending to the three courthouse complex buildings with no one to back him up if he is absent. Commissioner Hover said he'd like to see where we are in terms of the budget then make a decision. The commissioners recognize that one person isn't enough. Mr. Poulin suggested a permanent part time custodian to help.

Angie Hubbard gave her update.

Ms. Ross gave an update on the fairgrounds and tasks she is handling until a permanent staff person is hired. She explained Falcon productions called to book the Agriplex and Annex for a gun show. In the past, Ferry County hosted the event, but the organizers would like to book it here in Okanogan County.

Ms. Ross discussed where to access the arena. She discussed the fee schedule amendment.

Commissioner Hover explained he got a call from Mr. Buchert about not being able to go onto the

infield.

Commissioner Hover suggested a \$1250 fee for the use of the whole north end or \$2500 for the weekend. The deal with the hook ups and they deal with everything including porta potties, trash disposal for nonprofit. They would be responsible for cleanup. If it becomes an issue then we charge a cleaning deposit. A for profit event fee would be different. That way the only thing to figure out is what is detrimental in the ground we don't want people tramping on. That way it's one payment and no one at the county has to monitor. We do need to figure out subletting. Joe Poulin asked about vendor's use of fairgrounds equipment and how do we support the event. Check someone out with insurance to use the equipment. Require a small liability policy for use of the equipment. Commissioner DeTro asked if the calendar reflects what is happening on the weekends. He is going to have Jonathan Abrahamson contact Ms. Ross about bringing the relay races here. We will have a whole lot more seating. If they pay upfront, the county would spend the fees on bleachers and seating. Ms. Ross said the community would like to come this way for a solid month and use our track before the finals. It is amazingly huge with at least 36 teams with family and friends. The association does most of the organizing and work on the ground. Commissioners were alright with camping in the infield if the whole north end is rented. The grounds would have to be returned in the same condition as it was rented.

Commissioner Hover moved to direct Kelly Ross to revise the Fairgrounds Fee schedule. Motion was seconded, all were in favor, motion carried.

Ms. Ross explained the fair office does not have a locking cash box for its cash handling and oftentimes there are various people in an out of the office. She asked the commissioners if one could be purchased that automatically locks when it is shut, has a key, and is removable for safe keeping in the office safe when not in use. Commissioners were in favor of purchasing a removable auto locking cash box for the fair office at around \$130.

Motion Executive Session RCW 42.30.110 (1)(i)

Commissioner Hover moved to go into executive session at 9:43 a.m. for 15 minutes inviting Chief Civil Deputy David Gecas to discussion litigation matters to which the county may become or is a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. Motion was seconded, all were in favor, motion carried.

Executive Session ended at 10:02 a.m. no decisions were made.

Finance Committee Meeting – Treasurer Leah McCormack
Cari Hall

Treasurer McCormack asked if commissioners also want printed copies of the cash on hand report. Yes.

Treasurer McCormack provided her agenda and discussed the items listed there.

It was the slowest October ever and explained she is confident that our normal collection rate for current year will be in the 93-94% range. Commissioner Hover asked if we took the amount we budget for taxes and then add up the current year taxes plus back taxes we get what is our percent of collections. It is 96%, said the Treasurer.

The group discussed Public Works Fund 125 Okanogan County Parks and Rec as it has around \$82,696.

The Drug Task Force budget was briefly discussed as the fund currently has almost a million dollars and right now we have an agreement being considered of county current expense funds for \$6300.

December is when the last bond payment is due. The courthouse phase II energy project was discussed as the HVAC units serving the Annex are going bad. Create a line in current expense reserve to commit the PUD incentive of \$128,000. A budget supplemental will be needed with direction to transfer.

Treasurer McCormack discussed Public Works Fund 122 Sewer & Water fund. Are we doing away with the fund? No one has come up with a yes it came from Current Expense, then until we know or figure it out, leave the funds in fund 122 as there are sewer systems the county controls that it could be used for. If we are not sure where funds come from, then we don't know. A resolution creating the

Treasurer McCormack explained the Sheriff's vehicles ordered earlier this year have arrived but there won't be invoices to pay until 2020 so their allocation would be part of the carry over.

Looking at the three Public Health funds. It looks like the Public Health reserve funds could be invested. Commissioner Hover explained their plan for carryover funds and need for liquid funds. He said they asked for an additional \$10,000 for 2020. If they only carry over \$75,000 it won't be enough to cover payroll until their revenue comes in. If they submit the budget by first week in December there would be time to address any issue before December 31st. The county usually contributes \$125,000 annually to Public Health. Ms. Hall explained her concerns with doing the Public Health payroll. Commissioner Hover said they run on a very small crew. Commissioner Hover asked Auditor Hall to attend a discussion about the Public Health budget.

Ms. Hall said another Clerk preservation bill came in around \$9373 but it doesn't look like the original \$30,000 is going to be used up this year.

Ms. Hall said Ben Whitley approached her and assessor Larry Gilman confirmed NC Athletic gives county employees a reduction in the fee and it is an active thing. The Golf Course wants to offer a discount to county employees. An email letting employees know of the option could go out to remind people of the discount offered. Treasurer McCormack said it can create a domino effect. An employee wellness program is usually how this type of thing starts. Commissioners want to find out the level of interest then decide how to go forward.

Update – Central Services

Randy Clough, Karen Beatty

Mr. Clough explained he was contacted about internet services to the Hancock building because someone is looking into the possibility of leasing it. All internet equipment was removed. Whomever rents the building would need to obtain their own internet services. It was thought the previous renter had DSL.

Ms. Beatty explained the department is sorting through personnel transitions as Mr. Clough's last day is approaching. She said the Fiber optics to the Public Works building is complete and the system working well. The Public Works shops and intercom systems were incorporated as requested by Public Works.

Commissioner Hover requested the Clerk of the Board be provided with a replacement laptop computer with HDMI port and faster connection capability.

Ms. Beatty explained the laptops for the Sheriff's office have been deployed and the smart phones soon will be.

The Central Services budget provides salary for four employees within the Central Services Dept. Hiring the fourth person sometime in 2020 was discussed. The person hired would be trained before

Steve Rowe retires.

Update Human Resources / Risk Management - Tanya Craig

Ms. Craig updated the board on matters she is handling. She explained a recent meeting with Washington State Patrol (WSP) she attended where she discussed with them the services the county provides.

Ms. Craig explained that a draft of the Okanogan County CJTA Plan is required by Healthcare Authority for use of the CJTA funds the county receives that both the county and OBHC utilizes. The plan must be approved by the BOCC before HCA accepts the plan. A resolution to formally adopt the plan will be drafted for signature next week. She provided the plan for review. (attached)

Ms. Craig will attend the Board of Directors meeting later this week.

Ms. Craig said she attended the Planning Commission meeting last night and by motion the Commission chose Verlene Hughes as the representative who would observe the Planning Director interviews, but not participate in the interview it self. Commissioner Branch was to develop questions for the interview questionnaire, which have not been provided yet.

Ms. Craig provided the names of the top four Planning Director applicants for interview.

Ms. Craig provided the names of the top four Fairgrounds Facilities Coordinator applicants for interview. The questions for the interviews will also need revision.

Terrascan has been sold to Terrace Govern so there may be some needed training due to that. It is in limbo what the impact will be.

Commissioner Hover said he must leave at 3:30 p.m. to attend Trango personnel meeting.

Citizens Comment Period – May call in 509-422-7100

No Citizens were present.

Discussion 2020 Work Session Treasurer

The commissioners invited the Finance Committee to finish the budget discussion on the Treasurer's 2020 budget.

The Treasurer's O&M fund was reviewed.

The group reviewed the revenue sources for Current Expense. The committee discussed interest rates.

Ms. Hall explained the function of the BARS line named Non-revenues AOC DC judges salary state line item that is associated with a 2015 resolution and those funds go to Trial Court Improvement but are non-revenues before going into that fund and are counted as revenue once there.

Commissioner Hover suggested that prior to December 2 that the three 2020 budget work sheets of Hover, Hall, and Johns be reconciled.

The Treasurers REET fund 144 was reviewed. The meeting was briefly interrupted for the following public hearings.

Public Hearing – Property Tax/Revenue Sources – Current Expense Budget

Commissioner DeTro opened the hearing up to staff, seeing no staff to comment he closed staff and opened up to public comment, seeing no public in attendance to comment he opened up to

commissioner discussion.

Commissioner Hover discussed the county's Current Expense and Road levy, then asked when the Ad Valorem resolution was normally approved. It is usually approved in January after the formula is provided to the Clerk by the Assessor. The Road Levy Shift resolution is approved prior to December 31, 2019.

Motion Resolution 143-2019 Current Expense Levy

Commissioner Hover moved to approve resolution 143-2019 authorizing Current Expense Levy to be collected in 2020 and increasing the percentage to be collected as allowed by law. Motion was seconded, all were in favor, motion carried.

Motion Resolution 144-2019 Authorizing Road Levy

Commissioner Hover moved to approve resolution 144-2019 authorizing Road Levy to be collected in 2020 and increasing the percentage to be collected as allowed by law. Motion was seconded, all were in favor, motion carried

Commissioner DeTro closed the public hearing.

Motion Current Expense Levy Certification

Commissioner Hover moved to approve the 2020 Okanogan County Current Expense Levy Certification and the amount to be levied in 2020. Motion was seconded, all were in favor, motion carried.

Motion Road Levy Certification

Commissioner Hover moved to approve the 2020 Okanogan County Road Levy Certification and the amount to be levied in 2020. Motion was seconded, all were in favor, motion carried.

Public Hearing – 2020 Property Tax/Revenue Sources – Methow Valley EMS District

The Clerk of the Board explained she revisits the RCW's and MRSC guidelines every year to ensure the budget process and requirements are fulfilled. Last year, the county discovered it must hold its first public hearing on Property Taxes/Revenue Sources prior to November 30 to approve the resolution authorizing an increase over the previous levy, and, in her research this year, she discovered all three EMS Districts are Special Purpose Districts and therefore do not require a public hearing on its revenue sources. However, the Clerk did not discover this fact until after the hearings had been published. She recommended the BOCC hold the hearings anyway and approve the resolutions and certifications for the EMS districts for transmittal to the Assessor, Auditor, and Treasurer by November 30.

Motion Methow Valley EMS District

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

Commissioner DeTro opened up the public hearing to public comment seeing no one he opened up to commissioner discussion.

Motion Resolution 1-2019 Methow EMS 2020 Levy

Commissioner Hover moved to approve resolution 1-2019 authorizing an increase in the regular property tax levy by one percent to be collected in 2020 by Methow Valley EMS District as allowed by law. Motion was seconded, all were in favor, motion carried.

Commissioner DeTro closed the public hearing.

Motion Levy Certification Methow EMS District

Commissioner DeTro moved to approve the 2020 levy certification of Methow Valley EMS District. Motion was seconded, all were in favor, motion carried.

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

The Finance Committee continued discussing the 2020 budget.

Public Hearing – 2020 Property Tax/Revenue Sources – Tonasket EMS District

Motion Tonasket EMS District

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

Commissioner DeTro opened up the public hearing to public comment seeing no one he opened up to commissioner discussion.

Motion Resolution 1-2019 Tonasket EMS District 2020 Levy

Commissioner Hover moved to approve resolution 1-2019 authorizing an increase in the regular property tax levy by one percent to be collected in 2020 by Tonasket EMS District as allowed by law. Motion was seconded, all were in favor, motion carried.

Motion Tonasket EMS District 2020 Levy Certification

Commissioner DeTro moved to approve the 2020 Levy Certification of Tonasket EMS District. Motion was seconded, all were in favor, motion carried.

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

The Finance Committee continued discussing the 2020 budget.

Public Hearing Oroville EMS District

Dave Mullins, member of the public.

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 DeTro opened up the public hearing to public comment. Mr. Dave Mullins, resident of Oroville, said he has recommendations for the commissioners on reducing Ambulance response times of the district. He suggested the fire department administer the ambulance services. He provided some information from an EMS magazine on standard response times and how critical it is to respond within a certain timeframe for getting an AED to a patient. (attached) Commissioner DeTro explained this public hearing was specifically to receive comment on the Districts 2020 levy. Mr. Mullins asked what the levy amount was for Oroville Rural EMS District. Commissioner DeTro responded, the amount to be collected in 2020 is \$210,512. Mr. Mullins had no further comment on that specifically other than to say he was in favor of the levy.

Commissioner DeTro closed the hearing to public comment and opened up to commissioner discussion.

Motion Oroville Rural EMS District 2020 Levy Certification

Commissioner Hover moved to approve the Oroville Rural EMS District 2020 Levy Certification. 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.

Commissioner Hover asked the Chairman to move items up on the agenda to early times because he had to leave by 3:30 p.m. to attend a TRANGO personnel meeting. The Chairman said that would be alright.

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 \$512,770.96 and Payroll vouchers in the amount of \$954,328.10. 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 \$32,892.08 and regular vouchers in the amount of \$11,356.92. Warrant numbers as cited on the attached blanket voucher list. Motion was seconded, all were in favor, motion carried.

To Follow Approve Commissioner Proceedings, November 4, 5 & 12, 2019

Commissioner Hover moved to postpone approval of the meeting minutes of November 4, 5, and 12, 2019 until Tuesday, November 26, 2019. Motion was seconded, all were in favor, motion carried.

Motion Second Amendment to OBHC Agreement Dated April 10, 2010

Commissioner Hover moved to approve the Second Amendment to the OBHC Agreement signed April 10, 2010 for use of the county's Therapeutic Courts Sales Tax fund and millage funds. Motion was seconded, all were in favor, motion carried.

Motion Resolution 146-2019 Create Special Fund 161 Communications Sales Tax

Commissioner Hover moved to approve resolution 146-2019 to establish a special fund #161 titled Emergency Communications Fund. Motion was seconded, all were in favor, motion carried.

Motion Bid Award Jail Ceiling project

Commissioner Hover moved to award the Jail M-Tank Ceiling project to Halme Inc. the lowest responsive bidder. Motion was seconded, all were in favor, motion carried.

Approve Consent Agenda

Commissioner Hover moved to approve the consent agenda items 1-3 as presented. Motion was seconded, all were in favor, motion carried.

1. Appointment–Fair Advisory Committee Position #5 – Lori Caswell
2. Approve–Fairgrounds Facility Use Rental Contract – Isabel Velazquez – May 30, 2020
3. Approve–Change Order #2 for CRP No. 3532-04 Peter Dan Repair – Selland Construction

2020 Budget Work Session – Commissioners & Various Funds

This work session was rescheduled to Monday and Tuesday next week.

Discussion – Fire District #10 Planning Only Grant Request

Commissioners briefly discussed application for another CDBG Planning Only Grant that would be used by Fire District #10 for purposes of developing and designing a district fire hall. The BOCC left instructions with the Clerk of the Board to relay to Nathan Wehmeyer that the BOCC was in favor of the county submitting the application for Fire District #10 as they will be the subrecipient if the county

is awarded the funds.

The board adjourned at 3:30 p.m.