

RECORD OF THE PROCEEDINGS**OKANOGAN COUNTY****DECEMBER 15, 2020**

The Okanogan County Board of Commissioners met in Regular session at 123 5th Avenue North, Okanogan, Washington on December 15, 2020, with; Chairman, Commissioner Jim DeTro; Vice Chairman, Commissioner Chris Branch; Member, Commissioner Andy Hover; and Clerk of the Board, Laleña Johns, present.

Commissioners Staff Meeting

Pete Palmer, Maurice Goodall, Naomie Peasley

Pete Palmer provided her staff report on the Planning Dept. Did receive many applications for the staff assistant position. Moving forward with vehicle purchase. Commissioner Hover asked if it was being set up in ER&R. She did not know, but thought it was ready to go with him. Can include fuel tires and maintenance within the ER&R that will need to be budgeted as a yearly rate expense in the 2021 budget.

Maurice Goodall was asked about the progress on an updated Countywide Wildfire Protection Plan (CWPP). Commissioner Hover asked Mr. Goodall to start the RFP process to get it updated. Commissioner Branch asked if there was a particular plan to get this completed.

Mr. Goodall stated intent to contract with Northwest Management to do part of the plan in conjunction with Multi All-Hazards Mitigation Plan and due to COVID it was hard to meet to complete the plans. A contract with the group is needed as recommended by the State. Mr. Goodall explained All-Hazards Mitigation Plan looks at and identifies what our natural hazards are throughout the community and county. There are requirements to how it is structured. Countywide Wildfire Protection Plan CWPP focus is on the Fire Wise communities or is there another focus? How much are the plans used? Commissioner Hover asked that there be tie in to the Forest Service zones high risk areas Commissioner Branch asked if there are specific plans in the Methow? They have their own plan, replied Mr. Goodall. Commissioner Branch said it seems to provide background to what the community plan should look like and that was done in 2006 and appeared to have been prepared by Lorah Waters. The DNR, Forest Service rank project funding based on danger score and human interface with fires.

Naomie Peasley explained concern about the Fairgrounds budget paying for the Dump Truck as the resolution directs. The Clerk of the Board explained the budget was placed in the 2020 CE Maintenance budget and the invoice was paid already. She said it seems to be most appropriate to be paid from that budget. The resolution will need to be amended to provide the expenditure in the maintenance fairgrounds section of the budget 001.009 instead of Fairgrounds 001.028 budget. Ms. Peasley will check with David Gecas on a resolution to lay out advertising costs that were collected from businesses in January 2020 for things that could not happen due to COVID. A resolution might be needed to layout why the county would not charge those same businesses in 2021.

Ms. Peasley would like to provide revenue generating services on the fairgrounds to cover the maintenance costs. There are roughly \$130,000 costs but more for deferred maintenance projects. Providing for Events organizations off the fairgrounds was discussed. Naomie suggested her services to organize/coordinate events like weddings and gatherings where she would coordinate the events provide tables and chairs security etc.... The group would pay her to do those events. She said there were also Online auction events etc... She provided information about this type of program.

Commissioner Branch thought it was like subcontracting with a party to do event coordinating. A fee schedule was provided for the services and it would be a fee for services that we would provide. (attached) Commissioners discussed deferred maintenance projects and the need for RV area

showers and laundry. DNR won't return to use our facilities due to the condition of the bathrooms and showers. Commissioners asked that options be explored and brought back to them for consideration.

Update Human Resources/Risk Management Tanya Craig

Open enrollment was discussed and what qualifying event could be added outside the open enrollment period. Commissioner Branch said it would be helpful if the messages about that include a checklist of what opportunities are included and then it could help steer them away if nothing needs to be added.

Family First Act is expiring December 31, 2020 that includes COVID leave unless Commerce extends that beyond the first of the year.

Seven draft resolutions were previously provided for the consent agenda for commissioner consideration. Those were pulled for individual consideration.

Motion Resolution 180-2020

Commissioner Hover moved to approve Resolution 180-2020. Commissioners discussed the general wage increase for Non-Bargaining employees who have not received a wage increase since 2016. It also addresses the issue with the minimum wage increase. Motion was seconded, all were in favor, motion carried.

Longevity for union employees got a bump over the years but non-bargaining employees with longevity did not. Commissioner Hover discussed this resolution makes the non-bargaining employees the same as the bargaining for employees with longevity.

Motion Resolution 179-2020

Commissioner Hover moved to approve resolution 179-2020 approving a new longevity schedule increase. Motion was seconded, all were in favor, motion carried.

Commissioner Branch discussed those employees who contribute a lot to the county and have been here a long time and how we might be programing those situations for valuable employees to train people when they retire.

The HR Assistant grade 22 step 2 has been here for over a year, taken on much more than the position previously required. She helps departments with disciplinary actions and other higher-level assistance. She is also knowledgeable in benefits administration and help retirees with the needed steps for retirement. This position is based on comp counties and is developed as an HR Analyst position and recommended at grade 27 step 2. This position would be around 85% of comp county salary same position. Commissioner Branch reviewed information online to be consistent and agrees this is warranted. Commissioner Hover thought it was a little much, but he is confident in what the department head expressed needs are. He wants to ensure continued development of skills that will help. Ms. Craig would like to eventually have her become certified to take on more risk liability issues.

Motion Resolution 178-2020 Reclassify Human Resource Assistant

Commissioner Branch moved to approve resolution 178-2020 reclassifying the Human Resource assistant and adopting the new job description of Human Resource Anyalist. Motion was seconded, all were in favor, motion carried.

Motion Resolution 176-2020 Reclassify FLSA Exempt IT Support Tech

Commissioner Hover moved to approve resolution 176-2020 reclassifying the IT Support Tech as that position is an on-call position 24/7 and must be exempt. Motion was seconded all were in favor, motion carried.

Motion REsolution 177-2020 Reclassifying Events Coordinator Position

Commissioner Hover moved to approve resolution 177-2020 which reclassifies the Events Coordinator position to non-exempt and changes the work week from Monday through Saturday to Tuesday through Sunday. Ms. Craig stated the Events Coordinator work week changes and she has not yet been informed of the change. The commissioners voted nay on the resolution.

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.

Methow Valley EMS District State Audit Exit Conference-SAO James Weaver

Eric Clark, James Weaver State Auditor Office

James Weaver introduced himself to the board. Eric Clark, as supervising Auditor introduced himself and shared the Audit process. State Auditor shared having the audit of the Methow Valley EMS District. (attached) There were no recommendations as a result of the audit. The estimated costs are \$2500. James Weaver thanked everyone for the great job in providing for the audit.

James stated this audit and notification of publication will state it will publish Thursday. An auditor survey will accompany the publication and the feedback is very welcome.

Commissioner DeTro moved to approve the letter of general representations of the audit of Methow Valley EMS District as all transactions properly recorded for the audit. Motion was seconded all were in favor, motion carried.

Update Public Works – Engineer Josh Thomson

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

Maintenance and Road Conditions

Has been really icy using a lot of sand.

Sinlahekin Road

The creek guard project was finished. Fish and Wildlife is happy with it. The guard allows water to flow through and has room for erosion to flow through and helps with clean out. It is a full 28 feet with three pieces. The span is 16 feet. It might be a good option for other creeks with a design for beam spacing and concrete forms and then put gravel in them. It would be a good to develop a standard plan where we need these types of things more in the 20-25 range.

2020 Fire Costs and Reimbursement

Engineer Thomson said Palmer Mt road is a private road but under an emergency situation might be handled differently. Habitat for Humanity director with the support of many affected requested the road be maintained by the county as it is not passible in order to finish the sheds they are building for fire affected people in that area. Commissioner DeTro suggested some sand be brought in. Engineer Thomson thought depending on the road a grader may be needed first before sand can be put down. He doesn't know at this point. Commissioners discussed the situation thinking a smaller provider could be utilized by the group for the private road.

2020 Fire costs FMAG for Palmer Mt. cold Springs waiting for FEMA declaration Cameron Lake isn't a federal route so a different form is needed. Commissioners discussed possible reasons for that not being a FEMA declaration at this point. Engineer Thomson said the FMAG and the ER is easier to get.

2021 Budget

Engineer Thomson asked if the commissioners discussed a road levy shift. Commissioner Hover stated the board is considering a \$300,000 Road Levey shift as the budget develops. He suggested Engineer Thomson attend the budget hearing later today to help the commissioners figure out costs to

utilize ER&R for county vehicle replacement, and figure out what the upfront the cost will be and monthly rental costs. Engineer will need the Average annual maintenance costs. Engineer Thomson said each vehicle would be tracked separately on one spreadsheet and would be managed by department or fund. Commissioner Hover asked Engineer Thomson to discuss with the Undersheriff the Sheriff's Department future vehicle needs for inclusion in the ER&R budget.

Commissioner Hover stated Planning would like to put their new vehicle into the ER&R.

Windows in the Public Works building are added to the Capital Improvement Plan. Commissioner Hover stated the board is looking at Bonding money for capital improvement projects such as this.

Leah McCormack and Cari Hall were in attendance to ask a commissioner a budget question. Engineer Thomson asked if the county has considered approving an electronic signature policy. Commissioner Hover is not in favor of that for county business. Bids happen online and are signed electronically and other types of similar things that this might be more appropriate for, that are low risk.

Auditor Hall stated she would not be able to accept an electronic signature on things she deals with such as vouchers, notarized documents as an original signature is required. It isn't a big deal right now, and may need further discussion. It seems electronic signatures still need to be followed up with original signature.

Commissioners adjourned for lunch at 11:27 a.m.

Public Comment Period

Isabelle Spohn asked if there was a projected date on new mics for the commissioners hearing room. AV Capture is not easy to hear on the recording, although Zoom is easiest to hear during the meeting. She can hear AV Capture with headphones on in order to take notes.

Ms. Spohn provided that 7 have died due to wildfire. She emailed information action items regarding a list of regulations that were in development in 2013. (attached)

Commissioner Branch noted that AV Capture should have a light on that indicates the room is being recorded. Ms. Spohn said notetakers record the ZOOM meetings to post on their Okanogan County Watch for people.

Continued Public Hearing 2021 County Budget

Auditor Cari Hall, Treasurer Leah McCormack, and Lisa Schreckengost

Planning Director Pete Palmer joined the hearing for a few minutes.

Commissioner DeTro opened up the continued public hearing for the 2021 budget. The group discussed the budget for the Planning vehicle to provide enough for ER&R. The WSU 4-Coordinator employee classification is up to WSU. The amount in the county budget is considered through the annual MOU. Adjustments were made in other areas of the budget.

Engineer Josh Thomson and Undersheriff Aaron Culp joined the hearing. To use ER&R for the Sheriff's vehicles it will be more expensive no matter how it is looked at. The more vehicles involved the less it will cost. If a different benefit of involving the ER&R is identified it may be worth it.

Undersheriff discussed the stretching out of the purchase of the vehicles for Sheriff's Department.

Treasurer McCormack explained the contingency reserve fund was set up for emergency expenditures. There Sheriff's Department has around 28 vehicles to sell at surplus auction. The group discussed adding the sales proceeds from vehicles to Fund 197 Vehicle Reserve to be used to

purchase Sheriff vehicles. Commissioner Hover suggested a resolution be created to place all surplus vehicle sales revenue back into the fund. The Assessor's vehicle was considered within the budget as well.

Coroner Dave Rodriguez explained additional charges for autopsies that have been done, and requested the board approve the contract so invoices can be processed for services December 9-December 31. He presented that a more long-term contract is needed that is good for 2021. Due to public hearing they asked him to come back after the hearing closed.

Supplementals will be needed because the CBA's have not been entered. Commissioner Hover thought it did include those. The resolution increasing Non-Bargaining employees Cost of Living will need to be supplemented as well as the longevity increases.

Commissioners closed staff discussion and opened up to the public. Commissioner Branch stated he wasn't sure if the public has had time to provide comment on the preliminary budget worked on and the hearing warrants running the hearing another day. A commissioners' workshop does not require public testimony.

Isabelle Spohn complained that the continued public hearing was not noted on the commissioners' agenda for today. Commissioners continued it from yesterday. Every week we have had budget workshops and anew budget worksheet has been available to the public and he isn't sure how more transparent the county can be in the process. The same process has been done for many years. Commissioner Hover stated the county Auditor needs time to prepare the adopted budget before December 31, 2020 and feels it would be best to adopt now that is complete.

Commissioners have used the process allowed by law to process and create the county's 2021 budget for adoption.

Commissioners left the public comment opened and asked the Auditor to place the budget document online for public to see.

Motion Continued Public Hearing County 2021 Budget

Commissioner Hover moved to continue the Public Hearing to Monday, December 21, 2020 at 1:30 p.m. leaving public comment open. Motion was seconded, all were in favor, motion carried.

Commissioner Branch read from MRSC regarding public hearing and the public comment.

Dave Rodriguez presented a contract for autopsy services in Everett to cover the two special autopsies that he could not use regular pathologist service provider for to cover December 9-December 31 services for billing purposes. The cost is less than what he normally pays for pathology in Wenatchee.

Motion Autopsy Services Agreement

Commissioner Hover moved to approve and authorize the chairman to sign agreement between Snohomish County & Okanogan County for medical examiner services made December 9 through December 31, 2020. Motion was seconded, all were in favor, motion carried.

The Clerk of the Board explained there were additional matters to be considered. She also explained she had submitted the counties last CARES ACT request for reimbursement for \$87,181. It was confirmed received by Commerce.

Commissioner DeTro noted that the Robert Weidner agreement be modified from \$10,000 to \$7500.

Approve Commissioners Proceedings November 30, 2020 and December 1, December 7 & 8,

2020

Commissioner Hover moved to approve the meeting minutes of November 30, 2020 and December 1, December 7 & 8, 2020. Motion was seconded all were in favor, motion carried.

Motion Building Inspection Services City of Okanogan

Commissioner Hover moved to approve the Building Inspection Services agreement between Okanogan County and City of Okanoga. Motion was seconded all were in favor, motion carried.

Motion Resolution 182-2020 Amending Res 191-2020

Commissioner Hover moved to approve resolution 182-2020 amending resolution 191-2020 regarding where in Current Expense the payment for the fairgrounds dump truck would be processed. 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 \$1,604,338.45 and Payroll vouchers in the amount of \$992,916.82. 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 regular vouchers in the amount of \$1,941.60 and payroll vouchers in the amount of \$41,783.93. 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 November vouchers to be paid in the amount of \$9,680. 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 Consent Agenda

Commissioner Hover moved to approve the consent agenda items 1-6, excluding items 7-11 since those were pulled earlier and approved separately. Motion was seconded, all were in favor, motion carried.

1. CDBG Public Services Grant Request #1 \$3,540.54
2. Agreement - JIS Link Access- Public Defense Counsel M. McDougall McDougall Law
3. MOA Lobbyist Evergreen Forest Group Robert Weidner County PILT & SRS Payments \$10,000?
4. Interlocal Agreement Building Inspection Services Town of Riverside
5. Interlocal Agreement Building Inspection Services – Town of Twisp
6. Agreement – OPD Grant -Office of Public Defense 2021 Funding \$50,023
7. Resolution 176-2020 Reclassify FLSA Exempt IT Support Tech
8. Resolution 177-2020 Reclassify Events Coordinator
9. Resolution 178-2020 Reclassify Human Resource Assistant
10. Resolution 179-2020 Longevity Schedule Non-Bargaining Employees
11. Resolution 180-2020 Wage Increase Non-Bargaining Employees

The board adjourned at 3:55 p.m.