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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

FEBRUARY 13, 2018

7 9:00 AM Commissioners' Staff Meeting
8 10:00 AM Update – Treasurer – Leah McCormack
9 11:00 AM Update – Public Works – Josh Thomson & Ben Rough
10 **1:30 PM CANCELLED Citizen Comment Period
11 **1:30 PM Board of Health Meeting – 1234 S. 2nd Ave, Okanogan, WA
12 3:00 PM Update – Human Resources / Risk Management – Tanya Craig and/or Debi Hilts
13 3:30 PM Discussion – Fee Waiver Request – Conservation District – Craig Nelson
14 4:00 PM Approve Consent Agenda

16 The Okanogan County Board of Commissioners met in regular session on February 13, 2018,
17 with Chairman Commissioner Jim DeTro, Commissioner Chris Branch, Commissioner Andy
18 Hover, and Laleña Johns, Clerk of the Board, present.

19
20 Commissioners convened the board at 9:00 a.m.

21
22 Commissioner Hover was absent until 10:00 a.m. due to attending to another matter.

23
24 George Thornton member of the public arrived at 9:00 a.m. to take notes.

25
26 **Commissioners' Staff Meeting**

27
28 **Motion Executive Session RCW 42.30.110(1)(i)**

29 Commissioner Branch moved to go into executive session at 9:15 a.m. for 15 minutes inviting
30 David Gecas and Perry Huston to discuss legal matters to which the county may be a party.
31 Motion was seconded, all were in favor, motion carried.

32
33 Executive session ended at 9:30 a.m. no decisions were made.

34
35 Perry Huston updated the board on upcoming public hearings for Title 20 and Cannabis
36 Moratorium. He has been getting spam mail from those companies that write code.

37
38 David Gecas discussed the ATS and whether or not it would be considered Sole Source. All
39 public works contracts require competitive bidding unless sole source. The information he came
40 across shows some as being public works. It would be a good idea to fill out the form to
41 demonstrate sole source. Allerton supplies the equipment to be serviced and the warrantee is
42 only good if one of their dealers services it. Our form is modeled after Spokane County. Mr.
43 Gecas explained the process for completing it.

44

45 Mr. Gecas explained a new attorney has started in the Prosecutor's office and that is good. He
46 gave update on Public records requests he is working on with other departments. He reviewed
47 the proposed transportation planning organization and provided comments. He discussed
48 language regarding grant funds and how those funds would be handled. Commissioner Branch
49 noted the section about dues owed when a juris terminated their participation.
50

51 Mr. Gecas researched information on TV District #1 board membership and whether it required
52 commissioners' authorization to expand from three members to five or if the district could do it
53 by resolution. It was determined that the County Commissioners would need to authorize
54 expansion of the board and appoint those members accordingly.
55

56 Ms. Craig updated the board on several items she is working on: Reclassification resolutions,
57 risk pool, end of year report, claims, directors meeting in Leavenworth, Mark Patterson jail
58 medical officer employment agreement, keeping an eye on the expanded liability insurance,
59 upcoming training Commissioner Hover and Ms. Craig will attend.
60

61 Joe Poulin provided his update. He will fill out the paperwork regarding sole source for ATS and
62 turn it into the Clerk of the Board for resolution drafting.
63

64 Mr. Poulin explained he met with David Petit regarding an audit to see about changing to LED
65 lighting in the various complex buildings and commissioners would like fairgrounds added.
66 Commissioners would like an audit of all buildings. If the light were changed to LED, we could
67 see about a 40% savings.
68

69 Mr. Poulin explained he visited the other bathrooms on the fairgrounds and it appeared those
70 were winterized. The bathroom door on the women's handicap Mr. Poulin will work with Perry
71 Huston to contact the project manager who should be the one accountable for the work.
72

73 Clerk of the Board, Laleña Johns distributed her agenda along with a packet of information on
74 homeless housing & affordable housing for review prior to next week's meeting. The homeless
75 housing three year revised plan will be discussed. Ms. Johns informed the Board of the WMCA
76 Clerk's conference that she and Clerk III, Melissa Thompson will be attending March 14-16. Ms.
77 Thompson was provided with a scholarship value of more than \$600 which covers registration
78 and hotel stay. Rocky King from Planning will be covering the front desk. The Clerk of the
79 Board will work with Perry Huston regarding the coverage. Ms. Johns discussed the well repair
80 project at the Fairgrounds. The onsite meeting is this week and Commissioner Hover, Perry
81 Huston and Joe Poulin said they would attend. Commissioner Hover would like to make sure
82 we are able to pay out of Capital Facilities budget for this project. A discussion will be needed
83 with the Auditor. The Board would like to discuss further before awarding the bid for the repairs.
84 Ms. Johns pointed out that \$50,000 was budgeted for the well repair project. The project was
85 based on classifying it as an emergency. Ms. Johns added that the project needed to be
86
87

88 completed by August 1st, which she thought was an adequate amount of time. Director Huston
89 will generate a Resolution for the Commissioners that address use of Capital Facilities Funds.

90
91 Treasurer Leah McCormack's arrived early for her update and expressed concern about
92 potential restrictions of 134 fund, but indicated restrictions have been eased up a little. She
93 would like to make sure a project like this is not simply an improvement. Commissioner Hover
94 said that his is a complete redo. Ms. Johns pointed out a retainage bill of Ameresco's that will
95 be processed soon and discussed the need for a supplemental appropriation. Ms. McCormack
96 would like the opportunity to discuss the fund and budgeted projects with Ms. Johns.
97 Commissioner Hover believed there was about \$246,000 for total county projects including
98 QECB bond and the \$95,000 for the Jail ceiling project. Commissioner Hover said that only a
99 third of the available cash on hand in that fund was budgeted. Commissioner Hover would like
100 Ms. Johns to work with Cari Hall and Leah McCormack on the supplemental. Commissioner
101 Branch commented that his research showed that the expenditure from Capital Facilities was
102 legitimate for real estate excise tax expenditures.

103
104 Ms. Craig was asked whether Douglas County was billed for the capital improvement funds
105 (\$33,000) they agreed to pay, was that billed? Ms. Craig said yes. She discussed the Jail
106 ceiling project stating that PSE would need to be redone. According to Commissioner Hover, it
107 appeared there would be \$128,000 available to work with. He wants to ensure staff goes
108 through the correct process for securing the project contracts. Ms. Craig said that she will work
109 with David Gecas.

110
111 **Update – Treasurer – Leah McCormack**

112 Perry Huston

113
114 Ms. McCormack explained tax statements were sent out today and tomorrow and television
115 districts are going out tomorrow. An insert will be provided explaining the McCleary tax is for
116 basic education for public schools. (McCleary info attached) She explained she doesn't really
117 have the full explanation, so contact emails are provide where folks can obtain more information
118 on the tax. She was told, after the legislative session this year, they will look at this again.

119
120 All timber counties will be affected if SRS is not reauthorized. Commissioner DeTro noted that
121 Congresswoman McMorris Rogers is pushing on the forestry reforms especially SRS. They will
122 convene next week and meet with Speaker and members who care.

123
124 Ms. McCormack provided her agenda and went over the listed items.

125
126 A treasurer's deed was created for the county property transfer to the Church. She would like to
127 record the deed by next Wednesday.

132 **Motion Tax Title Property County**

133 Commissioner Branch moved to authorize the chairman to sign Quick Claim Deed for parcel
134 1190060101 for dedication of right of way to the City of Okanogan. Motion was seconded, all
135 were in favor, motion carried.

136
137 Ms. McCormack explained the savings and interest earned regarding the investment portfolio.
138 She used to pay \$50,000 for our banking fees and now with current banking arrangements we
139 pay \$15,000. She went over the investments. (attached) Our rating is A+ which would be a
140 lower interest rate for bonding.

141
142 Ms. McCormack asked what specifically the board wants to see from here. Commissioners
143 appreciate the information she presents. Commissioner Hover asked about long term
144 investment rates and what those might look like. It won't go back to the 6% we used to see but it
145 is rising. If the commissioners' consider Bonding for a project they should consider this
146 information. Commissioner DeTro explained that the state approved the four tier counties
147 Okanogan, Pend Oreille, Stevens, and Ferry \$5 million that would benefit and support
148 communication projects of those counties. Director Huston discussed other reliable revenue
149 streams for infrastructure projects.

150
151 **Update – Public Works – Josh Thomson & Ben Rough**

152 Perry Huston

153
154 Ben Rough provided his agenda. He went over the listed topics.

155
156 *Open Positions*
157 Engineering Tech & Engineering Tech Assistant-1 position
158 Lead Mechanic
159 Sue Christopher

160
161 *Small Move Update*
162 Last Thursday Mr. Rough met with WSU and Noxious Weed and everyone is on board with
163 moving to the public works building. Estimate of costs were discussed during that meeting. Mr.
164 Rough provided a summary is attached and shows what is needed still. One issue is that there
165 is a contract amendment in the works for WSU which needs to be reconciled. It will need to be
166 worked out between the WSU and commissioners.

167
168 Dennis Rabidou came in at 11:10 a.m. and explained Probation would like to move to the space
169 that is to be vacated by Noxious Weed and WSU.

170
171 Costs are based on square footage with rent being about \$1000 monthly split between both
172 offices. Additionally both are responsible for their portion of the electricity which is about \$200
173 per month. Mr. Rough explained the different costs and how those are broke breakout among
174 the other tenants.

175

176 *Ellisforde Landfill Closure*

177 Mr. Rough explained the issue came up last week as he received a letter from DOE about
178 closing the landfill. DOE won't continue post closure monitoring because they found TDS was
179 above recommendations. Another reason, is because supposedly 20 years ago when the landfill
180 was originally closed they required four wells and we only had two. An approved variance was
181 supposed to be in place but he cannot find where it was approved or denied. Commissioner
182 Branch asked about the location of the wells where Mr. Rough acknowledged that we do not
183 have an "upstream" well for monitoring. Right now they are conducting research on the history
184 of the landfill and involving Parametrix, so we can find out if the issue is just paperwork or if it is
185 a real issue with contaminants.

186

187 *SWAC Update*

188 Mr. Rough explained the SWAC By-Laws update was on the consent agenda and asked if there
189 were questions.

190

191 Two requests for appointment will be forthcoming. He explained the changes made to the
192 memberships. The recycle representative and tribal representative were discussed. We only
193 have one position so commissioners will need to decide who is appointed. He also mentioned
194 there was no one on the board representing the Methow. Commissioner Branch discussed that
195 in the past he had recommended increasing the number of positions to allow more involvement
196 with SWAC by the various communities. March 5 is the next meeting date so Mr. Rough will
197 bring that up.

198

199 Engineer Josh Thomson provided his agenda and discussed the items listed there. (attached)

200

201 *Maintenance & Road Conditions*

202 Engineer Thomson updated the board on carbon tax and how that will be considered. What
203 level of impact will it have, he thought around \$27,000 for public works. The group thought it
204 would cost the Sheriff around \$6,000.

205

206 The grant for billing rates for federal grants was discussed. DOT and state Auditor discussed
207 the issue and came up with a plan that appears will work. Checking to see if CAMS can help.

208

209 *Gravel Crushing Project*

210 A change order may be forthcoming to account for the extra costs.

211

212 *Secretary of State Archives Grant Application*

213 The first estimate shows a cost of around \$20,000. Grant funds might be able to cover server
214 upgrades for electronic file storage. There is also a need for a public facing server which could
215 reduce public records requests.

216

217 *Consent Agenda*

218 Engineer Thomson discussed the items listed on the consent agenda. Commissioner Hover
219 asked what Public Works does with the old guard rails. Engineer Thomson replied the used

220 guard rails are sometimes used to make repairs or the contractor hauls them away depending
221 on condition. Commissioner Hover thought if it was suitable it could be used to replace the
222 fairgrounds race track rails. Engineer Thomson will look into it. Commissioner Branch suggested
223 also checking with WSDOT as he had found some they had surplus several years ago.

224

225 Commissioner DeTro updated the group on the reauthorization of SRS and status.

226

227 **CANCELLED Citizen Comment Period**

228

229 **Board of Health Meeting – 1234 S. 2nd Ave, Okanogan, WA**

230 Commissioners attended the meeting.

231

232 **Update – Human Resources / Risk Management – Tanya Craig and/or Debi Hilts**

233 Tanya Craig, Debi Hilts, George Thornton member of the public taking notes

234

235 Ms. Hilts updated the board on recruitments including civil service positions.

236 Deputy Prosecutor position is the only open one. She discussed the emergency provision in the
237 civil service rules that allow for hiring emergency provisional hires. Oral boards for dispatch
238 were performed last week.

239

240 Ms. Hilts stated a discussion roundtable is scheduled with the board and Sheriff next Tuesday to
241 discuss bringing the public safety testing back in house. The problem is that the test scores Ms.
242 Hilts receives include applicants other than local residents; she believes we would get more
243 applicants in the pool if we did the testing in house.

244

245 Ms. Craig updated the board on several items.

246

247 Commissioner Hover stated the board should sit down to set the budget for Fairgrounds
248 Facilities and discuss salary rate and go out with a job posting. The Clerk of the Board will set
249 up the work session.

250

251 **Discussion – Fee Waiver Request – ~~Conservation District~~ Athletic Booster Club** Craig
252 Nelson

253

254 Athletic Booster Club is hoping to use the Agriplex for their annual dinner and fund raising event
255 on March 10. They requested a reduction of the cost to rent the space. Mr. Craig had a concern
256 about the propane and how that cost is calculated. There is no rate indicated to know what that
257 would cost. The Athletic Club is non-profit and benefits the kids. All funds go back to the
258 community through scholarships. This will be their 9th year doing this function in the Agriplex.
259 There will be an auction and alcohol will be served. Ms. Craig was asked to explain the security
260 requirement due to serving alcohol during the function. It helps to have someone there to
261 monitor. The security would likely stop an issue before it happened or required the Sheriff's
262 attention. An off duty officer could provide the needed security but it would need to be on their
263 own time. She said if someone is designated to monitor the event that would be okay.

264
265 Commissioner Hover asked the Clerk to read from the resolution which adopted the fee
266 schedule. Currently, the daily cost for Agriplex, Annex, and Kitchen would be \$1100 and \$165
267 per 24 hours for heating costs. A refundable damage deposit is required as well. Commissioner
268 Hover stated the commissioners wish to avoid gifting of public funds. If the Athletic Club writes a
269 separate check for the damage deposit, it was thought the Planning Office could hold the check
270 over the weekend and only deposit if needed.

271
272 Mr. Nelson will provide the necessary information to Ms. Craig regarding who will be assigned to
273 security. The consideration discussed here, sufficiently provides the relief the Club needed.
274 Commissioner Branch suggested the potential for fee for service if Athletes were inclined to
275 provide parking or similar service during the fair which could help address the “gifting” issue.
276

277 **Discussion Supplemental For SC-CMS System**

278 Mr. Rabidou explained the need to order the SC-CMS equipment before the supplemental is
279 approved March 6 and he wanted to get the go ahead from the commissioners before placing
280 the order. The commissioners believed the equipment order should not be delayed until the
281 public hearing for supplemental budget.
282

283 **Motion - Voucher Approval - Commissioners**

284 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those
285 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on
286 a list, and made available to the Board. As of this date, the Board did vote, by unanimous vote,
287 to approve the regular vouchers in the amount of \$309,842.13 Payroll vouchers in the amount of
288 \$992,306.98. Warrant numbers as cited on the attached blanket voucher list. Motion seconded
289 and carried.

290 **Motion Public Health Voucher**

291 Commissioner Branch moved to approve the Public Health Vouchers in the amount of
292 \$42,027.19. Warrant numbers as cited on the attached blanket voucher list. Motion was
293 seconded, all were in favor, motion carried.
294

295 **Temporary Absence-District Court Judge Short**

296 The Clerk of the Board discussed an email regarding Temporary Absence by District Court
297 Judge Charles Short. Per RCW 3.34.140 the temporary absence must be formally approved by
298 the county commissioners. The commissioners authorize the temporary absence of Judge Short
299 for the Stevens County March 2 hearing. The Clerk of the Board will provide the board's
300 response to the court's administrative secretary.
301

302 **Approve Consent Agenda**

303 Commissioner Hover moved to approve the consent agenda items 1-11, as presented. Motion
304 was seconded, all were in favor, motion carried.
305

- 306 1. Commissioners Proceedings January 29 & 30, 2018 & February 5 & 6, 2018
307 2. Special Occasion Liquor License – WA Liquor & Cannabis Board – Linda Lewis - Agriplex March 3, 2018

- 308 3. Annual Certification Report - Equitable Sharing Agreement and Certification – Sheriff
309 4. Bid Award Recommendation – Public Works 3 Axel Equipment Trailer – Trailer Boss
310 5. Amendment – Okanogan County Snowmobile Advisory Board By-Laws & Meeting Procedure
311 6. Cattleguard Franchise Renewals for 2018 - Delfeld, CGF #1-76; BLM, CGF# 29-98; BLM, CGF# 28-98;
312 Philleo, CGF# N-123, Haeberle Ranch, CGF# N-199; Haeberle Ranch, CGF# 36-74; Whitley Farms, CGF# 82-73;
313 DNR, CGF# 03-13; DNR, CGF# 04-08; DNR, CGF# 05-08; DNR, CGF# 06-08; DNR, CGF# 8-98; Cunningham,
314 CFG# 74-73; Nelson, CGF# 33-73; BIA, CGF# 12-98; BIA, CGF# 32-74; BIA, CGF# 41-98; BIA, CGF# 30-74; BIA,
315 CGF# 01-03; BIA, CGF# 31-74; BIA, CGF# N-74A; CCT, CGF# 06-13; CCT, CGF# 3-98; CCT, CGF# 2-98; CCT,
316 CGF# 36-98; CCT, CGF# 32-98; CCT, CGF# 11-98; CCT, CGF# N-39; Keene, CGF# 2-90; Tupling, CGF# N-154
317 7. Local Agency Agreement – County Wide Roadside Hazard Removal – WA DOT
318 8. Local Agency Agreement – County Wide Guardrail Removal – WA DOT
319 9. Contract – CDBG Public Services Grant – Request #5 – Community Action Council
320 10. Contract – CDBG Housing Rehabilitation Grant – Request #8 – Community Action Council
321 11. Resolution 14-2018 – Amending Public Works Solid Waste Advisory Committee By-Laws

322 The board adjourned at 5:00 p.m.

323