

1 **RECORD OF THE PROCEEDINGS**

2
3 **OKANOGAN COUNTY**

4
5 **FEBRUARY 20, 2018**

6

7 9:00 AM	Commissioners' Staff Meeting
8 10:00 AM	CANCELLED Finance Committee Meeting – Leah McCormack
9 11:00 AM	Public Hearing – Cattle Guard Franchise – Anna Randall
10	To Follow - Update – Public Works – Josh Thomson & Ben Rough
11 1:30 PM	Citizen Comment Period
12 2:00 PM	Discussion – Roundtable Civil Service – Sheriff & Debi Hilts
13 4:00 PM	Bid Opening – Public Works – Grader Packer/rollers & Pick-up Truck Purchases – Jerry Paul
14 4:30 PM	Approve Consent Agenda

15

16 The Okanogan County Board of Commissioners met in regular session on February 20,
17 2018, with Chairman Commissioner Jim DeTro, Commissioner Chris Branch,
18 Commissioner Andy 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 Lobbyist Zach Kennedy provided his week 6 report via email. (Attached)

27
28 **Commissioners' Staff Meeting**

29 David Gecas, Joe Poulin, Perry Huston

30
31 Director Huston discussed the needed well repairs at the fairgrounds and what should
32 be considered moving forward with the project. It may be more cost effective to re-bid
33 for another well rather than spend the money on repairs only to have to drill a well in the
34 end.

35
36 The other issue is the cost of propane to heat the Agriplex is around \$160 per day,
37 which is not that bad considering the size of the building. He explained if something
38 could supply additional heat that is more on demand it would make renters more
39 comfortable until the room heated.

40
41 A tractor with forks is needed at the fairgrounds to be able to haul things around such as
42 the stage. Right now there is a tractor over there that can be used to plow and mow
43 everything. Would a larger tractor be utilized anywhere else besides the fairgrounds?
44 Mr. Poulin replied it would not be used much by the Courthouse complex. A larger

45 tractor is needed for an upcoming event in order to move things around for the renter.
46 Staff will look around at a daily rental rate rather than a 6-month rental. The Spring
47 Show that happened over the weekend used up all the propane and more had to be
48 ordered in the middle of the event. The group discussed the Propane contract and
49 asked the Clerk of the Board and Joe Poulin to update it. The Clerk of the Board asked
50 whether the meter that was purchased was being used. Director Huston replied that
51 there was a meter on the tank itself and another inside the building. He said perhaps he
52 should use it. Director Huston will work with Joe Poulin on the tractor and the heating
53 issue. Commissioners discussed the supplemental heat that is needed. They discussed
54 a supplemental diesel fueled heating unit and a propane unit that would hook into the
55 propane system we already have.

56
57 Mr. Poulin acquired quotes for the HVAC/Electrical work for the Sheriff's office Bat
58 Cave. He received quotes from DIVCO \$14,766 plus sales tax and Kruse Electric
59 \$16,960.80 plus sales tax.

60
61 Dan Higbee asked about the status of an amendment to the agreement with Twisp for
62 Building Inspections. Mr. Gecas thought the town was getting ready to hire their own.
63 Mr. Higbee explained he had sent to Twisp the Brewster agreement to be used as a
64 template it had all the correct language, but when Mr. Higbee received the contract
65 back, it was different. The code enforcement section should be revised. He will work
66 with the Mayor on an amendment. He explained what complaints he handles which are
67 mostly about businesses not having the proper permits, business license and have
68 been reported to the city.

69
70 Mr. Higbee asked about the status of the requested fee schedule. He said he sent his
71 proposal to the board. Commissioners expressed moving forward with their
72 consideration of adopting the recommended fee schedule. (attached) Commissioner
73 Hover asked the Clerk of the Board to create a resolution which would adopt the new
74 building department fee schedule.

75
76 **Motion Closed Session RCW 42.30.140 (4)(b)**

77 Commissioner Branch moved to go into closed session at 10:10 a.m. for 15 minutes
78 inviting Debi Hilts and Tanya Craig to discuss, in part, matters regarding strategy to be
79 taken by the governing body during the course of collective bargaining. Motion was
80 seconded, all were in favor, motion carried.

81
82 Closed session ended at 10:25 a.m. no decisions were made.

83

84 Commissioner Hover updated the board on his onsite meeting with the well drillers who
85 recommended another well be drilled. It would cost more to explore the current issues
86 and if those issues are not resolved we would have to drill a new well anyway. If we just
87 drilled another well we would not need to decommission the broken well. He will consult
88 with Director Huston to ensure we have the appropriate water right.

89

90 **CANCELLED Finance Committee Meeting – Leah McCormack**

91 The Treasurer called the Clerk of the Board and cancelled the meeting.

92

93 **Public Hearing – Cattle Guard Franchise – Anna Randall**

94 Josh Thomson

95

96 Commissioner DeTro opened the hearing to staff.

97

98 Anna Randal provided her staff report. This was never franchised so doing it now. In the
99 Chesaw areas and all fees have been paid and up to date since installation. The guard
100 is owned by DNR.

101

102 Engineer Thomson had nothing to add.

103

104 Commissioner DeTro closed staff testimony and opened up to commissioners'
105 discussion.

106

107 **Motion Cattle Guard Franchise DNR N-114**

108 Commissioner Branch moved to approve the cattle guard franchise #N-114 with the
109 DNR. Motion was seconded, all were in favor, motion carried.

110

111 **Update – Public Works – Josh Thomson & Ben Rough**

112 Anna Lyon

113

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

115

116 *Maintenance Road Conditions*

117 Engineer Thomson updated the board on weather events over the weekend and
118 overtime hours accumulated. Commissioner Hover discussed road conditions of roads
119 in his district that are especially bad. Commissioner DeTro explained he discussed the
120 Sitzmark Ski area with Sandy over the weekend (Sitzmark manager) and he learned
121 there were about 60 cars there over the weekend. The concern she had was that drifts
122 were accumulating and there was a lack of communication with Public Works to clear
123 them from the road. Commissioner DeTro suggested Public Works area supervisor

124 communicate with her whenever a snow event occurs. Engineer Thomson said he will
125 get that going.

126
127 Engineer Thomson explained he provided a draft of the trail lease agreement between
128 the county and DOT. DOT was hoping to receive an idea whether or not the
129 commissioners will consider signing it. Engineer Thomson explained the agreement
130 details which includes several easements over the road. Commissioners gave thumbs
131 up that they would consider the agreement.

132
133 *WATV*

134 Engineer Thomson gave a brief update on the signings.

135
136 *Consent Agenda*

137 The commissioners had no questions of Engineer Thomson concerning items listed on
138 the consent agenda.

139
140 *SRS*

141 Commissioner DeTro explained he attended the WIR meeting last week and it was
142 brought up there that everyone is still on board with SRS and they are pushing for
143 permanent status but that would be attached to an omnibus in March.

144 Engineer Thomson updated the board on funds available in 2020\2021 regarding FLAP
145 funding for upper Beaver Creek.

146
147 Engineer Thomson explained what there would be about 5,000 feet of guard rail that
148 would be taken out.

149
150 Ben Rough provided his agenda and discussed the items listed there. He said Ms. Lyon
151 was asked to discuss the draft lease agreement with Public Works.

152
153 Anna Lyon came in to discuss the office lease at Public Works. She currently pays
154 \$2500 per year for 500 sq. ft. They would pay double that if they moved to public works
155 for double the space. But the space is so big with joint bathrooms and other stuff so the
156 actual rent portion came out at \$1200 plus janitorial, electric, water sewer and garbage
157 costs. Commissioner Hover explained the Hancock Building power bill runs about \$200-
158 \$400 per month. Ms. Lyon said it comes down to a matter of dollars, because of the
159 other stuff in the lease agreement to pay a portion of the costs for duct work, that she
160 had not considered being charged for. Mr. Rough explained how those extra costs
161 would be incurred. Commissioner Hover explained there are benefits to renting the
162 space at Public Works to another county office. He asked how the calculations were
163 derived. Mr. Rough replied that square footage was calculated based on the building

164 blue prints. Commissioner Hover asked if full rent is calculated for Public Health.
165 Commissioner Hover would prefer Noxious Weed and Extension WSU office be housed
166 at Public Works. Mr. Rough made some suggestions that would address the situation.
167 The costs to upgrade the Hancock Building for Internet would be around \$5,000. It
168 seems to Ms. Lyon the costs could be billed either monthly or annually for the upgrades.
169 Mr. Rough believes he and Ms. Lyon will need to sit down and work out the issues
170 further. Mr. Rough explained there were some things both offices could contribute to
171 such as cleaning that would lower the costs.

172
173 Mr. Rough explained a temporary employment contract for Sue Christopher was on the
174 consent agenda. It is for six months, but could be less.

175
176 He has been performing spot audits on the cash drawers.

177
178 Mr. Rough discussed streamlining the program and then the union MOA might not be
179 needed.

180
181 The Solid Waste Dept. needs to purchase a test kit which will be around \$4000.

182
183 The Leachate Pond call for bids was discussed. There is also a reduced estimated cost
184 that is hopefully reflected in the bids when submitted. The Engineer provides a range for
185 the engineer estimate.

186
187 The commissioners adjourned for lunch at 12:15.

188
189 George Thornton, member of the public, back at 1:15.

190
191 **Citizen Comment Period**

192 No citizens wished to comment.

193
194 **Discussion – Roundtable Civil Service – Sheriff & Debi Hilts**

195 Tanya Craig, Mike Worden, Sheriff Rogers, Undersheriff Somday, Sgt Fletcher

196
197 Ms. Hilts explained she invited the Sheriff to discuss Civil Service testing and whether or
198 not testing should remain with Public Safety Testing or if we should do it in-house. In
199 2010, the testing was done in-house by a part time employee (.75fte), but because of
200 budgetary reasons, the county eliminated the position and incorporated the exam and
201 secretarial functions to the HR Coordinator.

202
203 Ms. Hilts explained there are three parts to be considered deputy, correction, &
204 dispatch. Currently Okanogan County pays \$2500 annually to have Public Safety
205 Testing test applicants, but from out of county. Sheriff Rogers is happy with the service.
206 Mr. Worden thought it would be better to offer more regular testing here.

207

208 She stated we are getting candidates that are more geared towards hiring deputies and
209 not dispatchers. She explained the difficulties with hiring for the department. She
210 provided a spreadsheet with the types of applicants who passed and failed. (attached)

211
212 We pay \$2500 annually for tests but we only use them about every other year. There
213 are three tests we use with varying levels of difficulty. Mr. Worden commented on the
214 difficulty of the test. The rigorousness saves them time.

215
216 Commissioner Hover explained a test for correction deputies is needed. Ms. Craig
217 replied that nationwide it is difficult to fill corrections deputy positions. There are
218 currently five open positions. Mr. Worden stated the test is geared towards field
219 deputies. Ms. Hilts said 19 applied and only three passed.

220
221 Sergeant Fletcher explained the local people don't apply here anymore because they
222 have to go somewhere else to do the testing.

223
224 Mr. Worden would like the testing to occur locally. The Sheriff's office is flexible as long
225 as the testing happens here. Ms. Hilts said law enforcement will stay with Public Safety
226 Testing. The agreement term date is in June.

227
228 Ms. Hilts said she will work on getting more than one testing here. She said Public
229 Safety Testing sends applicants to the nearest testing site so we may test 9 applicants
230 but only one is actually applying for an Okanogan County position.

231
232 Ms. Hilts asked about whether the current fee is sufficient. Commissioner Hover replied
233 that as long as it covers most or all of the cost then the fee is okay. The group finished
234 at about 2:50 p.m.

235
236 Director Huston stopped by to provide the board with a grant notice from Department of
237 Ag for Washington State Agricultural fairs. Commissioner Hover discussed uses for the
238 grant if the county applied. He would like to obtain a structural engineer's report of the
239 grandstands to determine how bad they are.

240
241 Director Huston also discussed whether or not the commissioners wished to allow wood
242 chipping to occur on the fairgrounds. The commissioners said the chipping could occur
243 on the grounds but they did not want the chips left onsite.

244
245 **Bid Opening – Public Works – Grader Packer/rollers & Pick-up Truck Purchases –**
246 **Jerry Paul**

247
248 Commissioner DeTro stated the time for opening the bids is 4:00 p.m. He noted there
249 were two bids received.

250
251 The first bid was for Grader Packer/Rollers.

252
253

254
255
256 LyCox Enterprises Inc, Billings MT

257
258 Graders \$65,524.83 ea.

259
260 Jess Auto Sales, Omak, WA

261
262 2-Extended Pick up Total \$68,549.42

263
264 1-Regular Chasis \$34,305.35

265
266 6-Half ton \$195,002.94

267
268 **Motion Resolution 18-2018 Building Dept. Fee Schedule Amendment**

269 Commissioner Hover moved to approve resolution 18-2018 adopting the building
270 department's amended fee schedule. Motion was seconded, all were in favor, motion
271 carried.

272
273 **Motion Resolution 19-2018 Authorizing a Map Segregationist Position**

274 Commissioner Hover moved to approve resolution 19-2018 approving a mapping
275 segregationist. Motion was seconded, all were in favor, motion carried.

276
277 **Motion - Voucher Approval - Commissioners**

278 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080
279 and those expense reimbursement claims certified as required by RCW 42.24.090 have
280 been recorded on a list, and made available to the Board. As of this date, the Board did
281 vote, by unanimous vote, to approve the regular vouchers in the amount of \$37,860.03
282 and Payroll vouchers in the amount of \$915,152.21. Warrant numbers as cited on the
283 attached blanket voucher list. Motion seconded and carried.

284 **Motion Public Health Voucher**

285 Commissioner moved to approve the Public Health Vouchers in the amount of
286 \$33,013.82 Warrant numbers as cited on the attached blanket voucher list. Motion was
287 seconded, all were in favor, motion carried.

288
289 **Motion to Withdraw Resolution 115-2018**

290 Commissioner Branch moved to reconsider resolution 115-2018 due to changes in the
291 approach to the wells on the fairgrounds and withdraw the resolution from the consent
292 agenda. Motion was seconded, all were in favor, motion carried.

293
294 **Approve Consent Agenda**

295 Commissioner Hover moved to approve the consent agenda items 1-12, with item #10 being
296 withdrawn by motion above. Motion was seconded, all were in favor, motion carried.

297 1. Commissioners Proceedings February 12 & 13, 2018

- 298 2. Special Occasion Liquor License – WA Liquor & Cannabis Board – Craig Nelson #092622 – Fairgrounds
299 March 10, 2018
300 3. Authorization to Call for Bids – County Landfill Leachate Pond No. 3 – Public Works
301 4. Employment Agreement – Corrections Medical Services Officer – Mark Patterson
302 5. Agreement – Emergency Medical Services – Aero Methow Rescue Service – Sheriff/Dispatch
303 6. Temporary Employment Agreement –Sue Christopher
304 7. Tax License Secrecy Clause-Dept of Revenue –LTAC Reports
305 8. Appointment Letters –TV District #1 –Kevin Chevalier & Bill Black
306 9. CattleGuard Franchise Renewals: Peacemaker, CGF# 2-97, Dept. of Fish & Wildlife, CGF# 5-95, Dept. of
307 Fish & Wildlife, CGF# N-152A, Dept. of Fish & Wildlife, CGF# N-152B, Dept. of Fish & Wildlife, CGF# 03-
308 08, Dept. of Fish & Wildlife, CGF# 02-08, Dept. of Fish & Wildlife, CGF# 8-73, U.S.F.S., CGF# 02-13,
309 U.S.F.S., CGF# 7-98, I Knapp, CGF# 11-76, Dept. of Fish & Wildlife, CGF# 17-76, Dept. of Fish & Wildlife,
310 CGF# N-174, Dept. of Fish & Wildlife, CGF# N-184, BIA, CGF# 12-13
311 ~~10. WITHDRAWN Resolution 15-2018 – Fairgrounds Well Repairs Paid From Capital Improvements Fund~~
312 11. Resolution 16-2018 – Reclassify Juvenile Probation Manager Position
313 12. Resolution 17-2018 Declaring County Property Surplus & Exchanging to Pest Control (Cell phone)

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

315

316