

1 **RECORD OF THE PROCEEDINGS**

2
3 **OKANOGAN COUNTY**

4
5 **JANUARY 2, 2018**
6

7 **Organize the Board**

8 8:30 AM Discussion – Therapeutic Court Budget – Sales Tax Oversight Committee
9 9:00 AM Commissioners’ Staff Meeting
10 10:00 AM Update Clerks Office – Charleen Groomes
11 10:30 AM Update Human Resources / Risk Management – Tanya Craig and/or Debi Hilts
12 11:00 AM Update – Public Works – Josh Thomson, Ben Rough
13 1:30 PM Citizen Comment Period
14 2:00 PM Tentative – Discussion – Fair Advisory Committee
15 3:00 PM Meet & Greet – WSU Extension Office Interim Director Kayla Wells
16 3:30 PM Discussion – Chief Criminal Deputy Position – Prosecutor Branden Platter
17 4:30 PM Approve Consent Agenda
18

19 The Okanogan County Board of Commissioners met in regular session on January 2, 2018,
20 Chairman Commissioner Jim DeTro, Commissioner Andy Hover, Commissioner Chris Branch,
21 and Clerk III Melissa Thompson, present.
22

23 **No Quorum until 9:00 a.m.**

24 Commissioner Branch and Commissioner DeTro absent.
25

26 **Discussion – Therapeutic Court Budget – Sales Tax Oversight Committee**

27 Jim Novelli, Superior Court Judge Christopher Culp, District Court Judge Charles Short, Sandy
28 Ervin
29

30 Commissioner Hover brought up the suggestion that the Okanogan Behavioral Healthcare
31 (OBHC) billing reflect a fiscal year of November to October based on the timing that the invoices
32 are received and budget shortfalls because of the County’s calendar year budget. Discussion
33 was scheduled to make sure everyone understood what the beginning fund balance was. Judge
34 Culp explained that the carryover was occurring because the allocated money wasn’t being
35 spent and if they are not aware of carryover, then they are not reallocating or budgeting those
36 funds. Commissioner Hover indicated that the budget showed about \$280,000 in carryover.
37 OBHC has one more invoice to submit for December which will be covered by carryover.
38

39 Director Perry Huston and Tanya Craig joined the meeting at 8:55 a.m.

40 Member of the public George Thornton taking hand written notes
41

42 **Commissioner DeTro joined the meeting at 9:00 a.m.**

43 The Clerk of the Board Convened the Board 9:03 a.m. She explained she will call for nominations for
44 Chairman and Vice Chairman of the board.
45

46 **Organize the Board**

47 The Clerk of the Board called the meeting to order. She explained the process for organizing the
48 board would first be to obtain nominations for Chairman.

49

50 **Nominations for Chair**

51 Commissioner Hover nominated Commissioner DeTro to be chairman of the board, no other
52 nominations where heard. The Clerk of the Board called for the vote.

53

54 Commissioner Hover moved to nominate Jim DeTro for Chairman, motion seconded, all were in
55 favor. Nominations were closed motion carried.

56

57 **Nominations for Vice Chair**

58 Commissioner DeTro opened up for nominations for vice chair, Commissioner Hover nominated
59 Commissioner Branch for vice chair. No other nominations were heard. All those in favor,
60 motion carried. Nominations were closed and motion carried.

61

62 **Motion Vice Chairman**

63 Commissioner DeTro moved that Commissioner Chris Branch be
64 Vice-Chairman, Commissioner Hover seconded the motion, all were in favor, motion carried.

65

66 **Commissioners' Staff Meeting**

67 Tanya Craig, Debi Hilts, David Gecas, Perry Huston

68

69 Debi Hilts provided an update on the PEB Conversion that will be effective March 1st, stating
70 today would be the last day for enrollment. New W-4s will be going out to employees and with
71 some tax changes this year, employees may want to make changes. Ms. Hilts would like to
72 know if the Board would like her to provide 2017 turnover rates. Commissioner Hover and
73 Commissioner DeTro would like this information and would like it categorized by why an
74 employee left, if that information is available.

75

76 Ms. Hilts would like to discuss the Fairgrounds once other departments provide their updates.

77

78 David Gecas provided an update on current claims. Mr. Gecas has filed one response for a
79 claim against the County for which the Insurance is not covering because this lawsuit is a little
80 different than others based on what the claimant is saying. Tanya Craig indicated they worked
81 with the Risk pool and felt it was fine for Mr. Gecas to file the notice to appear. Mr. Gecas
82 discussed French Creek road having a new court date due to the claimant not filing in time for
83 cross judgement.

84

85 Director Perry Huston is working on the fee schedule for the Fairgrounds and looking at options
86 for the damage deposit. Suggests a daily rate for the Agriplex, which Commissioner Hover
87 agrees with.

88

89 Director Huston provided an update on water applications. The Department of Ecology still has
90 not given him the final answer on some applications. He will continue to reach out to them
91 directly and has several current applications that he'll be sending to DOE. Still has not heard if
92 DOE is to decide all cases.

93

94 The continued hearing for the Lake Management District will be next week. Director Huston will
95 be looking at the budget and assessing the maps. Commissioner Hover discussed concerns
96 from the previous hearing. He would like Anna Lyon of Noxious Weed to join the public hearing
97 to provide an answer as to what the benefits of spraying would be. Commissioner Hover
98 doesn't believe it's fair for the public to pay into something that they don't see a benefit for.
99 Director Huston says that the process will need to be reviewed and likely go out for RFP.
100 Another consideration is to work with the Noxious Weed Board. Commissioner Hover
101 discussed the question of how many entities, both public and private, are operating the boat
102 launches, and could there be a specific fee increase that would go toward the protection against
103 milfoil. Director Huston believes that it all comes back to the need for a Lake Management
104 District to manage these types of items. Discussed funds being available for a person to
105 manage grant funds.

106

107 **Motion Executive Session RCW 42.30.110 (1)(g)**

108 Commissioner Hover moved to go into executive session at 9:35 a.m. for 15 minutes inviting
109 Tanya Craig, Debi Hilts, and Director Perry Huston to review the performance of a public
110 employee. Motion was seconded, all were in favor, motion carried.

111

112 Commissioners extended the session at 9:50 am for an additional 10 minutes

113

114 Executive session ended at 10:00 a.m. no decisions were made.

115

116 Director Huston is requesting direction from the BOCC with regard to Fairground Facilities Fund
117 127 and management of the Fairgrounds. Commissioner Hover explained that moving the
118 Fairground Facilities Fund to current expense would provide for a better utilization of resources,
119 an example being that maintenance staff can maintain the fairgrounds facilities without staff
120 having to bill fairgrounds, or rent equipment. Treasurer and Auditor's office will need to be
121 involved in the process. Director Huston agreed that this will create stability and better
122 organization.

123

124 **Motion Fairground Facilities Fund 127 to Current Expense and designate staff**
125 **management**

126 Commissioner Hover moved to direct staff to start the process of moving Fairground Facilities
127 127 to fall under current expense to allow for a better use of our current expense resources and
128 for Director Perry Huston to continue to staff the Fairgrounds. Motion was seconded. All were
129 in favor, motion carried.

130

131 **Motion Address Fairgrounds Staffing**

132 Commissioner Hover moved to eliminate current Fairgrounds Facilities staffing positions,
133 Fairgrounds Manager and Clerk III, and create a new Coordinator position. Motion was
134 seconded. All were in favor, motion carried.

135

136 ~~Cancelled – Update Clerks Office – Charleen Groomes~~

137

138 **Briefing Among Commissioners**

139

140 **Motion Employment Agreement Ben Rough**

141 Move to approve Ben Rough's employment agreement. Motion was seconded. All were in
142 favor, motion carried.

143

144 Commissioner Branch joined the meeting at 10:35 a.m.

145

146 Commissioner Hover provided Commissioner Branch with an update of the morning meetings
147 and organization of the Board.

148

149 Director Huston joined the meeting at 10:50 a.m. to inquire about the budget for the fee
150 schedule. Commissioner Hover discussed the concern of some discrepancies on previous fee
151 schedules. There needs to be consideration if the entire complex is rented to account for all the
152 spaces.

153

154 **Update Public Works – Josh Thomson, Ben Rough**

155 Josh Thomson, Ben Rough

156

157 Mr. Rough provided Public Works agendas

158

159 *Open Positions*

160 Mr. Rough updated the board on the current open positions. They will be making a job offer for
161 the Engineering Tech position this week and interviews are being scheduled tomorrow for the
162 Finance Tech position.

163

164 *SWAC Topics*

165 A special meeting is scheduled next Monday. They will be reviewing a preliminary draft of the
166 Solid Waste Plan. If there is enough time, bylaws and tipping fees will be discussed. No
167 decisions will be made that night because there will be a meeting Feb 5th as well.
168 Commissioner DeTro said that he's been getting good feedback from the public on Kent
169 Kovalenko. Mr. Rough appreciated the feedback and reiterated that Mr. Kovalenko was a great
170 hire.

171

172 Commissioner Branch asked about a solid waste fee increase and how that ties into the recycle
173 program. Mr. Rough said they looked at how the fees could support the recycle program, but the
174 entire solid waste operation is short. The recycle committee's primary focus was to look at
175 tipping fees and justify a proposal they'd make to SWAC of how much it would take to cover the

176 costs. Commissioner Branch commented on the need for utilities to increase fees due to
177 inflation costs.

178

179 *2018 SW Budget*

180 A supplemental appropriation will need to be filed for 405 & 123 reserve fund right away for
181 2018, due to a mix up with some bars codes. This could affect the ending fund balance. It will
182 be forwarded to BOCC to put on the schedule and advertise.

183

184 *CDL Training & Waiver*

185 Mr. Rough is in discussions with David Gecas to see if a repayment program can be
186 implemented. Looking at two different standards.

187

188 *Snow Grooming*

189 Started grooming trails today and should take a big portion of this week. This is occurring later
190 than normal this season.

191

192 *Public Health*

193 Mr. Rough provided an update on building maintenance. The maintenance department came in
194 and did window coverings last week and looked at the insulation. There are currently two layers
195 of insulation and they don't believe adding more insulation will fix the issues. Mr. Rough
196 indicated that they need to find a way to afford some updates in the future. Two layers of
197 insulation in there right now. Commissioner Hover would be curious to see what the
198 temperature reading would show in the roof space. Commissioner Branch asked if this was
199 spurred by a complaint of office temperature. According to Mr. Rough DIVCO also came in and
200 looked at the heat pumps. There was one that was not running and that has been fixed and
201 appears to have made a difference. Joe Poulin and Kyle Haugen recommended plexiglass
202 inserts for the windows. Currently, the focus has been making improvements to all the area
203 shops. They would like to look at windows and doors in the future, but need to prioritize.

204

205 Engineer Thomson discussed the need for salt cover structures and is looking into options.

206

207 *Shared Leave Cap*

208 Mr. Rough explained that they were told by Auditor's office that a cap on shared leave should be
209 put on it place, which exists for all other departments, but not currently in Public Works. Due to
210 injuries and the number of employees it seems to be used more in Public Works according to
211 Mr. Rough. A cap will be set this month and will likely be at 500 hours. No contributions will be
212 accepted until the current 500 reserve is used. Commissioner Hover confirmed the shared leave
213 is contributed as annual leave and used as sick leave.

214

215 *2018 Goal Setting*

216 New scale software for solid waste – The current software is hard to use and difficult to balance
217 at the end of the month. Kent and Coral are looking into options and one of favored options has
218 an annual fee, but is not being purchased. The fee is similar to the cost to maintain purchased
219 software.

220
221 Debit Readers – Readers haven't been implemented yet due to previous cash handling issues.
222 Majority of the use will be at transfer stations. They will be getting a bid.

223
224 Close Ellisforde Landfill – The request has been submitted to DOE, but they are requesting a
225 monitoring well, even though tests had already taken place on one well. Mr. Rough says they
226 will look into getting another landowners' well tested.

227
228 Road Standards & Vacation Regulation – Looking to update road standards and look into
229 simplifying the code for road vacation.

230
231 Commissioner Branch asked about purchasing policies. Engineer Thomson said that the
232 policies are not very clear and the state law is a lot less restrictive than our current policies so it
233 is something they should look into.

234
235 *Maintenance & Road Conditions*
236 Engineer Thomson provided an update on overtime, which was 10% more than what the normal
237 overtime would be due to the recent storm. Commissioner Branch asked if this being the first
238 real storm of the season was a factor. Engineer Thomson said that all areas had their trucks
239 ready to go and it was more based on the timing of the day on Friday and then leading into the
240 three day weekend.

241
242 *Budget*
243 There were two projects factored into the budget. The funds were not received in 2017, so the
244 ending fund balance will be off from what was projected. In turn the revenue will now be in
245 2018.

246
247 *Elmway & Mazama Levees – USACE projects*
248 Engineer Thomson has a call into the Corps to set up a public meeting. Provided an update on
249 the activities of Yakima and WDFW. There are several options being looked at. Engineer
250 Thomson wants to make sure DOT has a heads up and a chance to weigh in. Commissioner
251 Hover believes we need to have representation at some of the meetings as we would be the
252 lead on maintaining the levees. Commissioner Branch agreed and discussed the impacts
253 flooding could cause to the County.

254
255 Commissioner Hover discussed Gold Creek Loop Road. Engineer Thomson confirmed that the
256 road is being deteriorated.

257
258 *Conconully Sewer System – Consultant selection*
259 Engineer Thomson provided an update on interviews, and will likely make a selection later
260 today. The first order of business is to relocate and then start designing and reviewing a
261 remodel of the lift station.

262
263 *Consent Agenda item*

264 Road Restrictions Resolution – The resolution gives the right to restrict loads during spring
265 break up as needed.

266
267 *SRS Status*

268 Commissioner Hover asked what the SRS total is. According to Engineer Thomson it's
269 \$750,000 each for both road fund and schools. Commissioner DeTro believes that a continuing
270 resolution is the direction they are headed, but they want to bill and are getting strong bi-
271 partisan support.

272
273 The OCOG meeting is next Monday and Engineer Thomson may not be able to go. The
274 Interlocal agreement needs to be addressed, then bylaws, and later reviewed and signed by
275 BOCC.

276
277 Engineer Thomson inquired about vehicles going into ER&R. Commissioner Hover explained
278 they were looking at doing that with sheriff vehicles, but not prepared to do so at this point and
279 would likely discuss with public works. Engineer Thomson explained that it creates consistency
280 in vehicle costs and you can see by vehicle which has the most expense. The whole fleet
281 couldn't be moved over at one time. Commissioner Hover recommended starting a
282 replacement fund for a new vehicle when one is purchased. Engineer Thomson explained the
283 process is mandated by the state in RCW, such that each fund or class of vehicles need to
284 cover their own costs. He discussed various ways it can be monitored and how fuel and
285 maintenance costs are incorporated and budgeted into the cost. The board asked Engineer
286 Thomson to look into their fuel contract and see if other departments can share the agreed
287 amount.

288
289 The board adjourned for lunch at 12:00pm
290 Commissioner DeTro absent for the rest of the afternoon

291
292 **Citizen Comment Period**

293 Member of the public, George Thornton asked the board if the county knows the level of activity
294 in terms of enforcement by Border Control. Commissioner Branch said that he doesn't know
295 but usually a request can be made in writing to Border Patrol. Mr. Thornton said that his concern
296 is being aware of how this disrupts orchards and employment, but a good percentage of what
297 he knows falls under rumor so he'd like to know some concrete information. He's curious
298 because it's not the county's responsibility, but the county has repercussions. Commissioner
299 Branch agrees it's a good inquiry as there is potential for cost.

300
301 Commissioner Hover updated Commissioner Branch on a call received by Bob Weidner, who is
302 looking to push forward with SRS in the next two weeks and will call next week.

303
304 Commissioner DeTro called to relay a message to Commissioner Hover and Commissioner
305 Branch. He spoke with Vicky Davis, who is part of Jones Upper Pine Creek. She had an
306 unconfirmed wolf kill a cow this morning and notified the authority. Commissioner Hover

307 discussed his view that the plan didn't have ability to be dynamic or have variation. The dividing
308 line of protected or threatened should become adaptable.

309
310 Mr. Thornton discussed grazing issues from his work in Yellowstone and wolves helping to
311 rectify the grazing issues. Also brought up something he saw about Karelian Bear dogs being
312 used by the state for bears and wondered if they could be used for wolves as well. Mr.
313 Thornton mentioned that there was to be a meeting at the Community Cultural Center in
314 Tonasket this coming Friday and the Game Department would be speaking, likely having wolf
315 discussions.

316

317 **Cancelled - Tentative – Discussion – Fair Advisory Committee**

318

319 Director Huston re-joined at 2:25 pm and explained that he just emailed the BOCC a revised fee
320 schedule for the fairgrounds. He mentioned a few changes that were made based on previous
321 discussions. Director Huston would like the Auditor and BOCC to review for future changes or
322 approval. The schedule will be further discussed next Monday after review. Commissioners
323 discussed the concern of varying prep work needed depending on the facility being rented and
324 how that tied into the fee schedule. Also discussed the potential to have a rate for additional
325 staff, and a description of the buildings within the schedule. Commissioner Hover would like the
326 Commissioners to take a trip over to the Fairgrounds together with the fee schedule to see what
327 issues could arise and would likely block out time for a work session on a Monday or Tuesday.

328

329 Commissioner Hover mentioned an email sent to the Commissioners by the Assessor stating
330 that the real estate excise tax is the best it's been since 2008.

331

332 Commissioner Hover went to PUD at lunch and talked to a conservation person. They are not
333 able to pull meter bases due to the infrastructure of the Fairgrounds. The PUD representative
334 will show usage and discuss if a generator set up will work.

335

336 **Meet & Greet – WSU Extension Office - Interim Director Kayla Wells**

337 Kayla Wells, Interim Director; Jim Kropf, WSU; Libby McDonald, 4-H; Kristina King-Dellabalma–
338 Treasurer of Leaders Council

339

340 Introductions were made and a staff printout was provided.

341

342 Mr. Kropf discussed plans now that Ann Fagerlie has retired. Kayla Wells, who lives locally is
343 filling the County Director position on an interim basis and is working on job descriptions and
344 leading the search committee to get a position hired. Due to WSU's budget and state funds,
345 they will not be able to hire a director this year, but plan on hiring a 4-H Coordinator. Ms. Wells
346 is an existing regional employee of WSU and therefore, her salary will not be paid by the county.
347 Ms. Wells will be working out of Nespelem, but physically at the county extension office on
348 Tuesdays. Commissioner Branch asked what the family living program is, which is what Ms.
349 Wells manages. Ms. Wells said that she's been involved in food safety and preservation,

350 fitness, finance, nutrition, parenting, etc. Essentially seeking positive results for both youth and
351 adults.

352
353 Commissioner Hover mentioned that the benefit of an extension agent is someone who can
354 direct you to how or where to find the answer to questions, given the fact we can access
355 information on our phones. What is the long term goal? Mr. Kropf says be a catalyst in the
356 county to request grants and find resources to bring into the county or hire and train
357 coordinators for the county who can answer those questions. Commissioner Branch compared
358 this to RC&D programs and would hope the representative is someone who knows a lot about
359 rural living. Commissioner Hover would like to know the qualities that they are looking for in a 4-
360 H Coordinator given that 4-H covers several areas. According to Mr. Kropf the description for
361 the position will likely be open ended to meet the needs of the county, but generally speaking
362 they need applicable experience, people skills, organized, possibly have an educator
363 background to do a bit of everything. Both the Director and Coordinator positions will be fulltime
364 exempt positions without overtime.

365
366 Mr. Kropf explained that the goal was to take the existing salary budget that was allocated for
367 the county Director position and use that to pay a 4-H Coordinator position. Director Huston
368 inquired about the contract and asked if they are proposing an amendment. Mr. Kropf explained
369 that a new contract is generated annually. Commissioner Hover asked about the line items in
370 the budget and confirmed that the county pays WSU rather than paying the employees directly.
371 Mr. Kropf stated that the intent is for the two line items in the budget to be combined to pay one
372 person. Ms. Wells will check with Cari Hall when she meets with her next week to discuss the
373 multiple lines and professional services in the budget.

374
375 Commissioners discussed the need to look at the agreements closely to understand how the
376 changing of the programs are reflected in the budget and the agreement. Also discussed the
377 value of 4-H for youth programs.

378
379 ~~**Cancelled – Discussion – Chief Criminal Deputy Position – Prosecutor Branden Platter**~~

380
381 **Discussion – Various Budgets**

382 Leah McCormack, Laurie Thomas, Cari Hall, Tanya Craig, Lisa Shreckengost, Joe Somday
383
384 Leah McCormack said that the carryover will be close to 1.7 million but the interfund loan still
385 needs to be paid back. Ms. McCormack wouldn't recommend paying the loan back until we get
386 past April as there are some budgets that may need an increase.

387
388 Laurie Thomas discussed election costs. The election software price would drop just under
389 \$200,000 if counties joined together and put out an RFP. The current system has a few years,
390 but may want to build a reserve so we are not hit with the large cost all at once. The new law is
391 requiring updated ballot boxes, but by showing the county has a plan and working toward proper
392 compliance, then they will give counties more time. Ms. Thomas proposes purchasing half of

393 the boxes this year, which will cost \$9,000. Commissioner Hover pointed out that the budget
394 was put together in order to be conservative with spending.

395
396 Ms. Hall discussed Fund 160 and recommended that she creates lines under jail and a line
397 under juvenile for bills to be applied to until June. Commissioner Hover explained that the goal
398 is to have all maintenance under one maintenance budget and the line items that were
399 previously under specific buildings should now be the same lines under Maintenance 009. A
400 meeting is scheduled for next week to discuss specific costs and resolve any issues as invoicing
401 is transferred over. Ms. Hall can open up bars codes and work on a supplemental as needed.

402
403 Ms. McCormack cautions that spending in January and February still needs to be minimal even
404 though carryover looks good. Commissioner Hover reiterated, Ms. Shreckengost coordinate
405 with Joe Poulin and Lanie Johns to determine what non-maintenance expenses need to go back
406 into the Jail budget. The next priority is the ballot boxes. Commissioner Hover would like Ms.
407 Thomas, Ms. Hall, and Ms. McCormack to put together a plan on the best utilization of the
408 money, cash flow and generating interest, and present at their next finance meeting.

409
410 **Move this Approve Consent Agenda**

411 Commissioner Hover moved to approve the consent agenda items 1-4 as presented.

412 Motion was seconded, all were in favor, motion carried.

- 413 1. Commissioners Proceedings December 26th & 27th, 2017
414 2. Agreement Collective Bargaining - 2018-2020 – Okanogan County Sheriff Employee Association
415 3. Appointment Letter-Board of Directors TV #1 Heather Findlay
416 4. Resolution 001-2018 Approve 2018 Speed and Load Restrictions of Certain Roads

417
418 The board adjourned at 4:45 p.m.

419