

1 **RECORD OF THE PROCEEDINGS**

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3 **OKANOGAN COUNTY**

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5 **JANUARY 23, 2018**

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7 **AMENDED FEBRUARY 5, 2018**

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9	9:00 AM	Commissioners' Staff Meeting
10	10:00 AM	Update – Human Resources/Risk Management – Tanya Craig and/or Debi Hilts
11	11:00 AM	Update – Public Works – Josh Thomson, Ben Rough
12	1:30 PM	Citizen Comment Period
13	2:00 PM	Discussion – 2018 Homeless Housing Fund RFP Coalition
14	4:30 PM	Approve Consent Agenda

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16 The Okanogan County Board of Commissioners met in regular session on January 23,  
17 2018, Chairman Commissioner Jim DeTro, Commissioner Chris Branch, and Laleña Johns,  
18 Clerk of the Board, present.

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

21  
22 Member of the public, George Thornton, arrived at 9:00 a.m. taking notes.

23  
24 **Commissioners' Staff Meeting**

25 Dennis Rabidou, Perry Huston, Tanya Craig, Debi Hilts, Joe Poulin, David Gecas

26  
27 Mr. Rabidou stated a “no earlier than” delivery date and suggested ordering the Juvenile  
28 Vehicle now with a “no earlier than” date of May 1. Commissioner Hover would like to  
29 first discuss this with the Auditor and Treasurer for a deliver date of mid-May 15. It  
30 would be paid from Juvenile budget and paid back from fund #160 when the fund starts  
31 receiving cash. The plan is to purchase an Interceptor with standard package. Mr.  
32 Rabidou stated heated seats are standard feature. Commissioner Hover would Mr.  
33 Rabidou to share the quote with the board. Mr. Rabidou left the meeting at 9:02 a.m.

34  
35 Commissioner Hover discussed with Director Huston who the best person would be to  
36 write the grant that would help pay the costs of the scoping work for???. Director  
37 Huston stated he would be the best person to write the grant.

38  
39 A letter was received from ATS regarding Sole Source designation. Mr. Gecas stated a  
40 questionnaire is used by other cities or counties to determine sole source. He  
41 suggested the county provide a form for dept. to submit for determination.  
42 Commissioner Hover asked Mr. Gecas to draft the form. He asked what process  
43 departments should go through. Departments would work with Mr. Gecas on the sole

44 source designation for ATS. That should be the process for all departments. The Clerk  
45 of the Board will disperse the form once the attorney drafts it. Commissioner Hover  
46 asked MS. Craig where it would fall in the county policies. She stated the personnel  
47 manual is a Hodge podge of different policies. Director Huston stated he is reviewing  
48 the draft Purchasing Policy and would be where that language would reside. She is  
49 working on pulling out things like credit card use etc....to clean it up. We are one county  
50 and should be universal and cohesive with our policies.

51  
52 Mr. Poulin discussed the need for a gun locker in the courthouse. Mr. Rabidou had  
53 made the request. There are some in the Jail but the condition is poor with some broken  
54 or missing locks. Poulin is researching the requirements via RCW. He thinks we could  
55 replace the lockers in the Jail then use them for holding guns or things that are not  
56 allowed in the courts. There are a couple different sizes. Commissioners thought a lock  
57 smith could rekey the lockers we have. Ms. Craig explained we need courthouse  
58 security to identify those with weapons and ask them to put in locker. We don't have  
59 staff that can monitor people for weapons. Commissioner Hover explained Mr. Rabidou  
60 discussed yesterday the need for a special appointment for Marshall. The issues are  
61 many and ongoing.

62  
63 Ms. Craig updated the board on the county's website not being ADA assessable. There  
64 is certain criterion considered i.e. mobile friendly, able to store pictures, font size, able  
65 to increase font, the list goes on. The current person for web master is giving what we  
66 pay for. Ms. Craig is working with Central Services to obtain quotes. There would be an  
67 annual maintenance fee. A company contacted, listed all the items out of compliance  
68 and provided information about integration of information. It would cost around \$21,000  
69 upfront and \$2,500 annually. The company is EVO.GOV. Ms. Craig explained the  
70 approach was to address ADA accessibility. The company is well versed and familiar  
71 with county government. They also do permitting submissions etc.....It overlaps with  
72 what Seamless.gov does. She will see if it can be merged. Commissioners approved  
73 going forward with quotes. The relevant information was provided during a previous  
74 meeting.

75  
76 Ms. Hilts explained she polled people on bringing back in house the public safety  
77 testing. Currently the county contracts for this. We can use the school for some of the  
78 physical agility examines. She explained grievances she is involved in.

79  
80 Mr. Gecas updated the board on advice provided to the auditor.

81  
82 Director Huston requested executive session at 9:55 a.m.

83

84

85 **Motion Executive Session RCW 42.30.110 (1)(i)**

86 Commissioner Hover moved to go into executive session at 9:55 a.m. for 10 minutes  
87 inviting Attorney Gecas and Perry Huston to discuss legal matters to which the county  
88 may be a party. Motion was seconded, all were in favor, motion carried.

89

90 Executive session ended at 10:05 no decisions were made.

91

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

93

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

95 Commissioner Hover moved to go into executive session at 10:10 a.m. for 10 minutes  
96 to discuss the performance of a public employee inviting Tanya Craig. Motion was  
97 seconded, all were in favor, motion carried.

98

99 Executive session ended at 10:20 a.m. no decisions were made.

100

101 **Motion Oroville Rural EMS District**

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

104

105 Commissioner Hover moved to approve the Oroville Rural EMS District vouchers in the  
106 amount of \$9,680. Motion was seconded, all were in favor, motion carried.

107

108 Commissioner Hover moved to adjourn as the Oroville Rural EMS and Reconvene as  
109 the BOCC Motion was seconded all were in favor, motion carried.

110

111 Language for RFP for fixing the well at the fairgrounds. Pull pump, pull screen, develop  
112 the well, and put proper size screen in.

113

114 **Motion Staff Direction RFP Fairgrounds Well**

115 Commissioner Hover moved to direct the Clerk of the Board to submit an RFQ for  
116 repairing the collapsed well at the fairgrounds. The proposal should include replacement  
117 of the screen with a proper sized one, and the develop the well accordingly. Motion was  
118 seconded all were in favor, motion carried. RFQ calls by the end of the week with Bids  
119 to be received by mid-February.

120

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

122

123 Ben Rough provided his agenda.

124

125 *Position Status*

126 Mr. Rough discussed the open position status of the various positions being filled. The  
127 lead mechanic position is open. Lead Finance Tech position was discussed. A new lead  
128 position was created. Mr. Rough explained it was done through the Union Negotiation  
129 process and it was agreed to by the Union and those involved that the process for  
130 reclassification would be done away with for this position. Mr. Rough is drafting the job  
131 description. The Grade would change from 16 to grade 18 as a team lead position. Mr.  
132 Rough explained being notified by DOT on required testing for CDL endorsed drivers,  
133 but that won't change. A question from the drug testing contractor has asked how they  
134 should treat all the other employees for testing. The Public Works pre-employment  
135 testing policy and which class of employee would be required to test. He is working with  
136 HR on a language for the policy. Whatever we do everything should be consistent with  
137 past practice and union agreements. Ms. Hilts explained needed amendments to the  
138 notification and employment application for Public Works.

139

140 Road crew and Solid Waste contracts were discussed. Mr. Rough stated numerous  
141 employees with CDL's do not fall under the contracts to reimburse the employee for  
142 CDL renewals. Commissioner Hover explained he wants to ensure we aren't just doing  
143 something, but rather open the conversation up with the Unions to say what we intend  
144 to do. Mr. Rough stated the decision would be done by resolution if the commissioners  
145 support it. Then he would go to the union and let them know the commissioners support  
146 it. Perhaps an MOU would state the details.

147

148 *Leachate Ponds*

149 Mr. Rough stated the ponds are getting full. Procedures to reduce the leachate were  
150 discussed.

151

152 Engineer Thomson provided his agenda.

153

154 Maintenance and road conditions were provided.

155

156 *Gravel Crushing Project*

157

158 *Lost River Rd FLAP Project*

159

160 *Elmway March 16 w& Mazama Levees – USACE Projects*

161 Engineer Thomson explained the group would meet on the Elmway Levee on March 13  
162 at 6 p.m. Notices will go out to adjacent property owners of the meeting. He explained  
163 the coordination of meetings he is doing with the residents for both levees.

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*Methow Trails Easement for enhanced parking*

Engineer Thomson explained plans he received from James DeSalvo, MVSTA, to enhance the trail parking lot.

*WSDOT US 97 Okanogan River Bridge Deck rehab project planned for 2018*

Engineer Thomson received information from DOT regarding Hwy 97 bridge closure and detour. The bridge will need to be closed for around 12 days to perform the rehab of the bridge. The truck traffic will go through Okanogan and Omak using the county's road system for the detour. The project start time is August to September between the Stampede and the Fair.

Engineer Thomson discussed next week's consent agenda with a resolution for commissioners' consideration that acknowledges the changes made to the 6-year transportation program.

The board adjourned for lunch at 12:00.

Commissioners Branch and Hover returned at 1:30 p.m. from their lunch break.

Member of the public, George Thornton, taking hand written notes.

**Citizen Comment Period**

No citizens wished to comment.

**Discussion – 2018 Homeless Housing Fund RFP Coalition**

Jim Novelli, Lael Ducan, Sue Edick, Nancy Nash Mendez, Margo Amelong, Elana Mainer via conference call.

Ms. Duncan handed out the Coalition's new responses for 2018 Homeless Housing Funds. It includes the Professional Services amount OCCAC receives. She thanked the board for allowing use of the recording dollars.

Ms. Ducan explained the amount requested (\$223,735) is less than in previous years.

Ms. Duncan stated there is still a big funding shortfall and asked the board to consider providing any additional funds the county has.

203 Ms. Mendez explained that her request stayed the same. Okanogan Housing Authority  
204 may not spend down the entire allocation depending on the need.

205  
206 Ms. Duncan explained comments were being collected on the new Homeless Housing  
207 Plan which were developed after a series of meetings with the coalition. She hasn't had  
208 much input other than the work Room One did with youth homelessness. Once the  
209 document is in front of people it will provide the commentary. Best practices language  
210 she has found in other plans was used. The primary focus in the plan are basically brief,  
211 rare and one time stays and arches over all homelessness. We need to develop more of  
212 an emergency response which provides an opportunity to address the ancillary issues  
213 the homeless person or family is experiencing.

214  
215 Ms. Duncan explained she is providing case management for the Oroville shelter to help  
216 the people set goals.

217  
218 Ms. Mendez discussed the plan will help provide the framework where the group will  
219 focus on years to come. How to move the coalition forward and she likes the plan so far.

220  
221 Elana Mainer commented that the plan is 276 pages long. She thought the work of the  
222 coalition would move forward to address higher goals. She believes the plan is moving  
223 in the right direction. The pages are reference pages. Elana Mainer would like to ensure  
224 opportunity for feedback is used.

225  
226 Commissioner Hover asked who provides input that goes into the plan. Ms. Duncan  
227 waved around that the whole coalition was included in the process. Was the original  
228 outline of the ten year plan followed in the same way this new plan was put together?  
229 Ms. Duncan replied no, the original requirements around the plan have changed. Ms.  
230 Mendez said they are working on the portal where people experiencing homelessness  
231 can enter their needs and then be assessed. She is hoping other agencies will utilize  
232 the portal access. This is a new process for gathering the information.

233  
234 Commissioner Hover asked if the proposals were ranked. Ms. Duncan stated they could  
235 not think of which program to cut. All the work to be accomplished is important.

236  
237 Administratively, input about the plan is coming to her for plan completion, coordinating  
238 the point in time count, and reporting. At one time the contract did not have an end date,  
239 but does now.

240  
241 Commissioner Branch asked about hotel vouchers. Ms. Duncan stated they are moving  
242 away from the overnight solution because the funds can be used to help keep people

243 from becoming homeless. There are certain populations they see over and over and it  
244 wasn't providing them with long term solutions to homelessness. Commissioner Branch  
245 said yes there are populations that are homeless and they tend to find somewhere to  
246 stay on their own.

247  
248 Commissioner Hover asked when the requests are submitted is the coalition using a  
249 justification process. Ms. Duncan replied that they do not create the proposals together  
250 but they do go over them once submitted.

251  
252 Commissioner Hover discussed using the funds for ongoing rental vouchers or can the  
253 funds be leveraged to do more for more people to prevent homelessness.

254  
255 Ms. Mendez stated the people staying in the section 8 housing have jobs, but those that  
256 do not work cannot work.

257  
258 Commission Branch expressed that everyone is feeling a certain level of frustration.  
259 Yes, everyone feels that way. Is there something we have not identified yet? He is  
260 looking for longer term solutions and yet still be able to provide emergency short term  
261 solutions when they occur. The long term homeless populations are not seen by  
262 members of the coalition for assistance.

263  
264 Ms. Duncan stated there is a bill 1570 moving forward that would allow the county to  
265 receive a portion of the state sales tax. There are other bills that allow use of bonding. It  
266 is a huge issue that impacts everyone in the county and its economy and systems. The  
267 housing crisis is an integral part of homelessness.

268  
269 Commissioner Hover asked about Ms. Duncan's professional service hours and  
270 whether those are broken down into specific tasks and presented to the coalition. Ms.  
271 Duncan stated yes those were provided to the coalition.

272  
273 The group is willing to work within the funds allocated and they are prepared to reduce  
274 spending if funds are not available.

275  
276 The affordable housing dollars can assist those moving out of homelessness and into  
277 affordable housing. Ms. Mendez stated the group did want that fund to build up so it  
278 could be used to leverage larger projects. OCCAC case management encourages folks  
279 to set goals, and OCCAC helps them accomplish and access services that help them  
280 meet their goals. Commissioner Hover said currently the Affordable housing fund as  
281 \$84,000 and we expect to collect around \$73,000 in 2018. Expenditures from the fund  
282 should be well planned out and in accordance with the plan and laws.

283  
284 Commissioner Hover would like the coalition and Board to develop guidelines to create  
285 the framework for administering the Affordable Housing funds. Commissioner Branch  
286 would like to first discuss the criteria.

287  
288 Ms. Mainer was impressed with the questions the board is asking of the coalition. She  
289 discussed that she felt good about the direction the coalition is moving in. We need  
290 clarity and long term vision for Affordable Housing. How do we move forward? If  
291 someone is dedicated to Affordable Housing director. She encouraged moving forward  
292 with a bold new strategy that isn't just providing short term solutions. Ms. Duncan  
293 explained the overarching would include Roni Holder Deifenbach as the Economic  
294 Alliance Director. Get stakeholders involved and discussing what Affordable Housing  
295 means to them, then come back to commissioners and try to work out the frame work.  
296 Mr. Novelli explained housing is bigger than everyone at the table. He suggested a  
297 need for someone who is a housing guru that can really coordinate and can identify  
298 what is available is what is needed.

299  
300 Commissioner Branch reminded there is business on the table for decision.

301  
302 Ms. Edick said 80% of the median income is the income requirement used.

303  
304 Ms. Mendez is looking at Caribou Trails as more of an affordable housing situation. She  
305 wants to be intentional about how the homeless funds are used. She is already starting  
306 to work with other funders to transfer funds to other programs. That will take time and is  
307 uncertain. If the county allows her to receive the funds from 2060 funds if they allow her  
308 to transfer and use the other funds. Ms. Mendez said if the Housing Authority is allowed  
309 to move the TIBRA contracts to use other funds she would not need all the \$46,800.  
310 Commissioner Hover thought since Housing Authority rental vouchers are more eligible  
311 under Affordable Housing and the short fall of \$30,000 he suggested allowing  
312 Affordable Housing funds to be used for that.

313  
314 Ms. Duncan will coordinate the Affordable Housing and Homeless Housing Plan  
315 overview meeting with the community and will work with the Clerk of the Board on which  
316 dates would be best.

317  
318 **Approve Consent Agenda**

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

- 321  
322 1. Commissioners Proceedings January 16<sup>th</sup>, 2018  
323 2. Levy Certification – 2018 Road Levy Certification for CRAB



324 3. Materials Testing Agreement – Highway 7 (Bridge South) – Re-Bid – North Central Testing &  
325 Inspection

326

327 **Motion Agreement –Lodging Tax-Winthrop Auditorium**

328 Commissioner Hover moved to approve the Lodging Tax agreement with Winthrop  
329 Auditorium “The Barn” for 2018 hotel motel tax revenue the entity applied for use of.  
330 Motion was seconded, all were in favor, motion carried.

331

332 **Motion Agreement Amendment #1 – The Oroville Housing Authority**

333 Commissioner Hover moved to approve Amendment No. 1 of the Homeless Housing  
334 agreement with Oroville Housing Authority which extends the contract term date to April  
335 30, 2018. Motion was seconded, all were in favor, motion carried.

336

337 **Motion – Service Agreement Dispatch Services -Aero Methow**

338 Commissioner Hover moved to approve the Dispatch Services Agreement with Aero  
339 Methow which terminates December 31, 2018. Motion was seconded, all were in favor,  
340 motion carried. NOTE: this agreement was not executed on this date due to changes  
341 requested by the Sheriff regarding the terms.

342

343 **Motion Approve Purchas of In County Refreshments for 2018 Re Cert**  
344 **Classes/Tours**

345 Commissioner Hover moved to approve the in-county meal purchases for Noxious  
346 Weed Recertification classes and tours in 2018 and authorized the vice chairman to  
347 sign. Motion was seconded, all were in favor, motion carried.

348

349 The Clerk of the Board went over the Methow Valley EMS audit entrance document with  
350 the board. She explained the area of concern was contract compliance. The Aero  
351 Methow manager bills the district monthly based on the total amount of levy to be  
352 collected divided by 12 and is the same amount each month. There was a difference of  
353 around \$26,000 between the total levy and total amount billed in 2015 & 2016.

354

355 The Clerk of the Board discussed TV District #1 vacancies. The District secretary had  
356 submitted letters of interest from Heather Findlay and Victoria Velategui in addition to a  
357 district resolution recommending appointment.

358

359 Commissioner Hover moved to submit a letter requesting Okanogan County be included  
360 in the pilot program regarding the HB2756. Motion was seconded, all were in favor,  
361 motion carried.

362

363 **Motion Methow Watershed Council Re-appointment**

364 Commissioner Hover moved to approve the reappointments of Gregg Nott to position #1  
365 and Mike Forte to position #2 on the Methow Watershed Council. Motion was seconded,  
366 all were in favor, motion carried.

367

368 Commissioners discussed the Local Records Grant Program and if the county applies  
369 and is awarded the grant funding it could pay salary to someone to scan documents for  
370 archival. The board discussed the county not having a grant writer to find grants for our  
371 projects. Commissioner Branch explained he has written grants before and volunteered  
372 to take a look at any the county wishes to apply for.

373

374 The board adjourned at 4:33 p.m.

375

376