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**RECORD OF THE PROCEEDINGS**

**OKANOGAN COUNTY**

**JANUARY 30, 2018**

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7 8:30 AM Commissioners' Goal Setting Work Session – All Departments  
8 1:30 PM Citizen Comment Period  
9 2:00 PM Discussion – Noxious Weed & WSU Office Request – Anna Lyon & Kayla Wells  
10 3:00 PM Public Hearing – Supplemental Appropriation – Current Expense & Vehicle Reserve - \$769,000  
11 3:10 PM Public Hearing – Supplemental Appropriation – Public Works Funds 405 & 123 - \$25,000  
12 3:30 PM Approve Consent Agenda

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14 The Okanogan County Board of Commissioners met in regular session on January 30,  
15 2018, Chairman Commissioner Jim DeTro, Commissioner Chris Branch, and Laleña Johns,  
16 Clerk of the Board, present.

17  
18 Commissioners convened the board at 8:30 a.m.

19  
20 George Thornton member of the public taking hand written notes.

21  
22 **Commissioners' Goal Setting Work Session – All Departments**

23 Joe Poulin, Tanya Craig, Charlene Groomes, Josh Thomson, Anna Lyon, Darla Schreckengast,  
24 Kayla EM, Dan Higbee, Mike Worden, Maurice Goodall, Ben Rough, Leah McCormack, Dave  
25 Hilton, Judge Short, Judge Grimm, Shauna Field Larson, Debi Hilts, Laurie Jones, Dennis  
26 Ravidou 9:10 a.m.

27  
28 Director Huston explained the reason for the meeting was to form a work plan for 2018. He went  
29 through the different steps for management by objectives.

30  
31 A list of work plan items that were solicited from the department heads were projected on the  
32 wall.

- 33 1. Courthouse Security  
34 2. Campus Security office relocations  
35 3. Update personnel manual  
36 4. Communications system internal emergency warning system  
37 5. Salary Grade review revisions  
38 6. Vehicle replacement funding revised fee schedule building  
39 7. Reinstate department head meetings  
40 8. Emergency communications center  
41 9. Radio network expansion upgrades  
42 10. Medical insurance  
43 11. Comp plan  
44 12. Critical areas ordinance

- 45 13. WRIA 49
- 46 14. Shoreline Master Program

47

48 Courthouse Security

49 Commissioner Hover stated he is already working on some of the items listed. Commissioner  
50 Branch discussed priorities with courthouse security being number one but we cannot get there  
51 by only holding meetings. Commissioner Hover explained his thoughts on how to accomplish  
52 provisions of security. If the Noxious Weed and WSU offices nearest courthouse entrance were  
53 moved to Public Works that space could be freed up. That space could be used to address  
54 Public Defense meeting rooms, Probation and security officer. Ms. Lyon stated either the  
55 Hancock or Public Works building would work for their relocation. It would be less expense to  
56 establish their offices at public works as it would cost around \$3,000 for Central Services to  
57 upgrade the Hancock building to tie into our network.

58

59 Ben Rough stated they are looking for tenants that will be there for a greater length of time. The  
60 scope of the needed renovations to the public works building will need to be considered if they  
61 are going to be there for a length of time and if the county does not surpluss the building right  
62 away. Director Huston explained the idea of the "Big Move" that has been discussed over the  
63 years that would bring all permitting recording and receipting offices up to Virginia Grainger  
64 building. The plan would relocate the Sheriff to the Courthouse for a complete Justice building.  
65 Ms. Craig noted she has all the prior plans for the criminal justice center. Commissioner Hover  
66 asked if there were plans to renovate the VG building to accommodate the Treasurer Safe.  
67 Director Huston noted the plans were somewhat rudimentary. Ms. McCormack said one  
68 problem was the amount of available work space as the hall is so wide and a waste of space.  
69 Another idea was to relocate Public Works to VG building along with the other departments of  
70 Assessor, Auditor, and Treasurer. But if they move who would purchase the building? There are  
71 spaces of that nature available. Laurie Jones explained Public Health was interested in  
72 purchasing the building through a lease to purchase. She worked with Frank Sautell when he  
73 was director of public works. There are HIPPA related requirements to consider with regards to  
74 Public Health. Mr. Rough explained there are many things to consider with the renovations of  
75 the building and that process could take a while. If public works stays there renovations should  
76 be considered.

77

78 In the short term the Commissioners would like to form a task force committee to identify costs  
79 and plans to consolidate offices. Membership on the task force would come from public works,  
80 public health, noxious weed, probation, and public defense. Judge Grimm commented that  
81 Probation needs a place to move too. Ms. Craig explained there was a request from Superior  
82 Court for the public defense attorneys to be able to meet with their clients in an office setting  
83 instead of the hall way. It is a security and safety issue.

84

85 Mike Worden asked for consideration of a new communications facility that consolidates  
86 services. Ms. McCormack asked what that would cost. With the passing of the capital budget  
87 there is \$5 million available to several northern counties for communications. It is unclear how  
88 those funds will be handled. The group discussed putting a design team together discuss the

89 need for IT, SO, and EM. Could the Courthouse Security committee also serve as the design  
90 team? Mr. Rabidou replied how that might work. He said participation is critical and at the  
91 current level they have had good participation.

92  
93 Courthouse security committee should delve into the single courthouse entrance idea that was  
94 brought up by Sheriff Rogers ten years ago. That could be a short term objective of the  
95 courthouse security committee. Commissioner Branch nominated Ben Rough to do the outreach  
96 needed to put the Task Force committee together.

97  
98 Medical Insurance  
99 Commissioner Hover explained our medical premium went up over \$200,000. He explained the  
100 idea of providing a single insurance program comparable with what the Union employees have  
101 to all county employees or create a medical insurance program that would solicit memberships  
102 from other municipalities.

103  
104 Salary Review  
105 Commissioner Hover explained the board is looking at going towards a single grade or pay  
106 scale 1-70. We could set up where we can do a salary survey and place positions in the pay  
107 scale that fits their job duties. Ms. McCormack explained a committee should be formed.  
108 Commissioner Hover, Tanya Craig and Leah McCormack volunteered to be on the committee.  
109 Ms. Jones explained Public Health has not done their pay scale in sometime either, but they are  
110 having difficulty transitioning the positions and are not sure where they fit in the grade. It has  
111 been skewed when they have tried to address this on their own. Director Huston asked the  
112 commissioners if they wanted Public Health to be part of the county's pay scale.

113  
114 Director Huston suggested establishing check points where the board will receive the milestone  
115 meetings. Commissioners thought a good check point meeting would occur semi-monthly, or  
116 every other month.

117  
118 The group would like to reinstatement Department Head meetings and thought semi-monthly  
119 would be a good place to start. The Clerk of the Board will arrange those meetings dates.

120  
121 Commissioner Hover asked what the progress is for the personnel manual. Ms. Craig said she  
122 is cleaning up the common drive. She is breaking out a personnel manual items from those  
123 other things that should really go into an administrative manual.

124  
125 Vehicle Replacement  
126 Juvenile suggested we take some revenue from the new sales tax and dedicating it to fleet  
127 replacement .The benefit would be a defined revenue stream and that would free up pressure  
128 on Current Expense for vehicle replacements. Commissioner Hover would like to see the  
129 vehicle purchases be routed through the ER&R. Ms. McCormack agrees with vehicle  
130 replacement funding but be aware that went away because funding levels tanked in 2008 and  
131 these types of funds are funded by current expense dollars, and when those are depleted the  
132 commissioners could sweep the fund if the funds are needed to avoid layoffs etc....

133 Commissioner Hover said the Sheriff has many vehicles but not all of those would be processed  
134 through ER&R. Josh Thomson said ER&R can be utilized to purchase used vehicles too.  
135 Director Huston explained payments must be committed to the ER&R fund regularly. We need  
136 to figure out what the shape of the fleet is and project out the replacement costs. Commissioner  
137 Hover thought every department should list vehicles they use in their department and project out  
138 the life expectancy, vehicle condition, number of miles, etc.....Engineer Thomson explained  
139 ER&R mechanics do not have to maintain the ER&R vehicles, the vehicles can be taken to  
140 other repair shops.

141  
142 Director Huston explained the building fee schedule can be taken up with the individual  
143 department. The tax options for communications will be taken up in 2019.

144  
145 Ms. Craig discussed the county's website upgrades and the compliance issues we are facing.  
146 The company would provide the software. The system for emergency notification is part of the  
147 packaged plan as is an intranet system. The timeline for completion was not given, but the  
148 commissioners would like to implement the upgrades.

149  
150 Director Huston will draft an after action report that makes it clear what direction the group  
151 discussed.

152  
153 Mr. Rabidou asked the Commissioner Hover and DeTro if he could order the juvenile vehicle.  
154 The board replied as long as the delivery date is no sooner than 15th of May because fund #160  
155 would not have received sufficient revenue before then. Commissioner Hover asked if Mr.  
156 Rabidou would order the vehicle from the state bid contract and if it was the lowest cost. Mr.  
157 Rabidou thanked the board.

158  
159 George Thornton, member of the public, present.

160  
161 **Citizen Comment Period**

162  
163 **Discussion – Noxious Weed & WSU Office Request – Anna Lyon & Kayla Wells**

164 Randy Clough, Ben Rough, Perry Huston,  
165

166 Ms. Lyon stated she has looked at the Hancock building and it would be suitable. They also  
167 looked at the public works public health building and those areas would be fine too. It is not a  
168 matter of one or the other. Both WSU office staff are comfortable with either locations. Ben  
169 Rough described the areas that are available and said he has no issue either way.  
170 Commissioner Hover asked how utilities are charged? Mr. Rough met with Public Health and  
171 discussed the rental options being discussed. The electrical bill would be divvied out according  
172 to square footage among the tenants.

173  
174 We currently provide office space to WSU extension and we pay for the utilities and  
175 maintenance as an in-kind exchange.

176

177 Ms. Lyon stated either proposed space would double the cost of Noxious Weed rent but  
178 because there would be more space and more convenience it would be worth it. WSU needs at  
179 least one office that is private for sensitive telephone conversations. Noxious Weed explained  
180 some of her staff can double up in an office. She said the cost to change she expected either  
181 way.

182  
183 Director Huston discussed the issue of expanding the county's support of WSU above and  
184 beyond the requirements outlined in the MOU. Has any of that been articulated in the MOU and  
185 has it been signed yet? No.

186  
187 Mr. Clough explained expansion of the phone system could be done by March so they could be  
188 moved in by then. He requested the commissioners to consider the Odyssey system as they  
189 need a room for the conversion. He was hoping to reserve the space the two offices vacate. He  
190 reminded everyone that the Public Works Shop has a large loft that makes a good meeting  
191 space. Mr. Clough explained if we need to add more than 4 desk computers and phones then it  
192 would need upgraded.

193  
194 There is also the designated Emergency space to be considered. Mr. Rough spoke to Public  
195 Health about the space for the designated substitute emergency operations center and he still  
196 needs to discuss it with Maurice Goodall.

197  
198 The Clerk of the Board explained that Ms. Craig dropped off the Union Contracts needed to be  
199 approved. Commissioner Branch asked that Ms. Craig come in and explain the differences as  
200 he had not received the details yet.

201  
202 She did review the old agreements beside the new ones to ensure nothing was in the  
203 agreement that wasn't already agreed upon.

204  
205 Commissioner Branch explained he felt the agreement coversheet was misleading however the  
206 agreement is correct.

207  
208 **Motion Letter of Agreement Teamsters #760 –Solid Waste Division**  
209 Commissioner Hover moved to approve the agreement with Teamsters local union #760  
210 regarding the Solid Waste Division for January 1, 2018 through December 31, 2020. Motion was  
211 seconded, all were in favor, motion carried.

212  
213 **Motion Agreement Accepting Inland Empire Teamster Trust –PW Road Division**  
214 Commissioner Hover moved to authorize the agreement which accepts Inland Empire Teamster  
215 Trust Union regarding Public Works Road Division and authorized the Chairman to sign. Motion  
216 was seconded, all were in favor, motion carried.

217  
218  
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221 **Motion –Agreement Teamsters Local Union #760 Public Works Road Division**  
222 Commissioner Hover moved to authorize the agreement with Teamsters Local Union #760  
223 regarding the Public Works Road Division for the period of January 1, 2018 to December 31,  
224 2020. Motion was seconded, all were in favor, motion carried.

225  
226 **Motion Agreement Accepting Inland Empire Teamster Trust –PW Administration**  
227 Commissioner Hover moved to authorize the agreement which accepts Inland Empire Teamster  
228 Trust Union regarding Public Works Administration and authorized the Chairman to sign. Motion  
229 was seconded, all were in favor, motion carried.

230  
231 **Motion –Agreement Teamsters Local Union #760 –Public Works Administration**  
232 Commissioner Hover moved to approve the agreement with Teamsters Local Union #760  
233 regarding Public Works Administration Employees for the period of January 1, 2018 to  
234 December 31, 2020. Motion was seconded, all were in favor, motion carried.

235  
236 **Motion Agreement Accepting Inland Empire Teamster Trust –Okanogan County PTC**  
237 Commissioner Hover moved to authorize the agreement which accepts Inland Empire Teamster  
238 Trust Union regarding Okanogan County Professional/Technical/Clerical employees and  
239 authorized the Chairman to sign. Motion was seconded, all were in favor, motion carried.

240  
241 **Motion –Agreement Teamsters Local Union #760 –PTC**  
242 Commissioner Hover moved to approve the agreement with Teamsters Local Union #760  
243 regarding Professional/Technical/Clerical Employees for the period of January 1, 2018 to  
244 December 31, 2020. Motion was seconded, all were in favor, motion carried.

245  
246 **Motion –Agreement Teamsters Local Union #760 – Courthouse Employees**  
247 Commissioner Hover moved to approve the agreement with Teamsters Local Union #760  
248 regarding Courthouse Employees for the period of January 1, 2018 to December 31, 2020.  
249 Motion was seconded, all were in favor, motion carried.

250  
251 **Motion Agreement Accepting Inland Empire Teamster Trust –Juvenile Employees**  
252 Commissioner Hover moved to authorize the agreement which accepts Inland Empire Teamster  
253 Trust Union regarding Okanogan County Juvenile employees and authorized the Chairman to  
254 sign. Motion was seconded, all were in favor, motion carried.

255  
256 **Motion –Agreement Teamsters Local Union #760 – Juvenile Employees**  
257 Commissioner Hover moved to approve the agreement with Teamsters Local Union #760  
258 regarding Juvenile Employees for the period of January 1, 2018 to December 31, 2020. Motion  
259 was seconded, all were in favor, motion carried.

260  
261 Commissioners discussed Fairgrounds being moved into current expense and a recap of  
262 previous conversations.

263  
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265  
266  
267 **Motion Resolution 11-2018 Fairgrounds Under Current Expense**  
268 Commissioner Hover moved to approve resolution 11-2018 placing the Fairgrounds under  
269 current expense and doing away with fund #127. Motion was seconded all were in favor,  
270 motion carried.  
271  
272 **Public Hearing – Supplemental Appropriation – Current Expense & Vehicle Reserve -**  
273 **\$769,000**  
274 Commissioner DeTro opened the meeting to staff, seeing none he closed to staff and opened to  
275 receive public testimony, seeing no one he closed the hearing to testimony.  
276  
277 **Motion Resolution 9-2018 Supplemental Appropriation CE Reserve -Vehicle Reserve**  
278 Commissioner Hover moved to approve resolution 9-2018 Supplemental Appropriation within  
279 Current Expense, Current Expense Reserve and Vehicle Reserve in the amount of \$769,000.  
280 Motion was seconded, all were in favor, motion carried.  
281  
282 **Public Hearing – Supplemental Appropriation – Public Works Funds 405 & 123 - \$25,000**  
283 Ben Rough  
284  
285 Commissioner DeTro opened the meeting to staff. Ben Rough explained why the supplemental  
286 was necessary. It was needed because of a discrepancy that was found. The reserve fund was  
287 not being tracked properly in Eden and the BARS codes must match between the two systems.  
288  
289 Commissioner DeTro closed staff testimony and opened to public testimony, seeing no one to  
290 testify he closed public testimony and opened up to commissioner discussion.  
291  
292 **Motion Resolution 10-2018 Supplemental Appropriation Public Works**  
293 Commissioner Hover moved to approve resolution 10-2018 a supplemental appropriation within  
294 the public works budget in the amount of \$25,000. Motion was seconded, all were in favor,  
295 motion carried.  
296  
297 **Approve Consent Agenda**  
298 Commissioner Hover moved to approve the consent agenda items 1-6, excluding item #4.  
299 Motion was seconded, all were in favor, motion carried.  
300 1. Commissioners Proceedings January 22<sup>nd</sup> & 23<sup>rd</sup>, 2018  
301 2. Cattleguard Franchise Renewals for 2018 – Public Works  
302 3. Authorization to Purchase – Public Works Equipment  
303 4. ~~Memorandum of Agreement – Washington State University Extension – Extension Educator~~  
304 5. Resolution 007-2018 – Jr.Taxing District Levy Certification for 2018  
305 6. Resolution 008-2018 – Approval of 2017 Road Log Summary Record  
306

307

308 **Motion Employment Agreement Esther Milner Prosecutor's Office**

309 Commissioner Branch moved to approve the employment agreement between Esther  
310 Milner, Prosecutors Office and Okanogan County. Motion was seconded, all were in  
311 favor, motion carried.

312

313 Maurice Goodall explained a request for emergency system notification program that  
314 will help with outreach. It would be less money out of 121 but this year training is  
315 required. He has grant funds to pay for the training.

316

317 **Motion Everbridge Contract**

318 Commissioner Hover moved to authorize the Everbridge Contract for Emergency  
319 Notification System. Motion was seconded, all were in favor, motion carried.

320

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

322

323