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# RECORD OF THE PROCEEDINGS

## OKANOGAN COUNTY

JANUARY 9, 2018

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7 9:00 AM Commissioners' Staff Meeting  
8 10:00 AM Update – Human Resources/Risk Management – Tanya Craig and/or Debi Hilts  
9 11:00 AM Update – Public Works – Josh Thomson, Ben Rough  
10 1:30 Pm Board of Health 1234 S. 2<sup>nd</sup> Ave, Okanogan, WA 98840  
11 3:00 PM Citizen Comment Period  
12 4:00 PM Approve Consent Agenda

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14 The Okanogan County Board of Commissioners met in regular session on January 9, 2018,  
15 Chairman Commissioner Jim DeTro, Commissioner Chris Branch, Commissioner Andy  
16 Hover, and Laleña Johns, Clerk of the Board, present.

17  
18 George Thornton, member of the public, arrived at 8:55 a.m. taking hand written notes.

19  
20 The board convened at 9:00 a.m.

21  
22 **Motion Executive Session RCW 42.30.110 (1)(i)**

23 Commissioner Hover moved to go into executive session at 9:05 a.m. for 20 minutes  
24 inviting DPA David Gecas and Perry Huston to discuss legal matters to which the  
25 county may be a party. Motion was seconded, all were in favor, motion carried.

26  
27 Executive Session ended at 9:25 a.m. no decisions were made.

28  
29 **Commissioners' Staff Meeting**

30 Debi Hilts, Tanya Craig, David Gecas, Joe Poulin

31  
32 Ms. Craig explained what cross training is occurring with Ms. Hilts. She is learning how  
33 to process claims and has completed her first one. She is also going to be processing  
34 vouchers. Ms. Hilts would like to discuss the fairgrounds and suggested a study session  
35 with Joe Poulin and those involved to discuss how it will work. Does the board have an  
36 idea about the position start? Traci Walker with the State Auditor's office will be coming  
37 in to discuss the transition. Until we get our revenue stream sorted out the position  
38 should not be advertised until a critical path is established to transition.

39  
40 Commissioner Hover discussed the huge building and the cost to heat it and asked why  
41 anyone would put radiant floor heat in such a hug building. It costs around \$800 to fill  
42 the tank. If we put in a dropped ceiling or provide some fans it would help.  
43 Commissioner Hover suggested renting a couple heaters to take the edge off during

44 events. He envisions a full time farmers market, something for kids, indoor rock  
45 climbing, miniature golf etc.... to on the weekends. A steady source of income is  
46 needed year round. Being able to take reservations and credit cards is important to  
47 people so they know they have a place to stay. Ms. Craig suggested a moveable wall  
48 partition that would make a smaller space. Director Huston suggested a better heating  
49 system and better kitchen then people would be more likely to rent the space. The stuff  
50 in there is not correctly functional. Ms. Hilts will attend the meeting with Traci Walker  
51 regarding the fairgrounds as Tanya Craig is unavailable. Commissioner Hover thought  
52 Joe Poulin should also attend.

53

54 Joe Poulin is working on product inventory to determine where to disburse between the  
55 buildings. He is sorting out how those costs will be divided. He recently purchased a  
56 tank and boom for spraying de-icer, weeds, and mosquitos.

57

58 Director Huston discussed the Public Health Charter and how those members are  
59 selected and appointed. He provided the board with the 2015 memos regarding the  
60 charter. Alternates were discussed and who those recommendations come from for  
61 appointment. Director Huston interpreted the intent of the law to mean there could not  
62 be alternates appointed.

63

64 Commissioner Branch arrived at 9:55 a.m.

65

66 Director Huston discussed the expense of the port a potty placed on the Whistler  
67 Canyon parking lot. Originally, the Back Country Horsemen Assoc. had placed the potty  
68 there and costs were alternated between the county and the Horsemen. He asked for  
69 direction on how the board would like to handle it. There was also a Grant award that  
70 was not used, stated Commissioner Branch. Commissioner DeTro would like to explore  
71 other grant opportunities to pay for trail costs. Trail utilization is way up.

72

73 The Clerk of the Board updated the commissioners on Oroville Rural EMS state Audit.  
74 She provided the board with the exit letter which highlighted the unresolved issue of  
75 failing to file the district's 2014 & 2015 annual report with the state auditor within the  
76 statutory deadline. The Clerk of the Board explained she filed the 2016 annual report  
77 on time, but she did not know when the county dissolved the Advisory Board that the  
78 previous clerk did not file the annual report for 2014 or 2015.

79

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

81 The HR/RM update was given during staff meeting time.

82

83

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

85 Engineer Thomson called in that he would not be in attendance.

86

87 Ben Rough and commissioners reviewed the Lake Management District proposed map  
88 and discussed the various parcels on the shoreline.

89

90 Mr. Rough discussed completed recruitments for the Finance Technician position the  
91 Engineering Tech/Engineering Tech Assistant position. Mr. Rough stated the finance  
92 position was filled and he would like to offer the Engineering Tech/Engineering Tech  
93 Assistant position to someone with lots of experience and desire to live here. Mr. Rough  
94 would like to start him at step 4 due to his experience but needs the commissioners’  
95 approval for that. The personal manual states that elected officials can make the  
96 decision but contracted department heads need commissioners’ approval.

97

98 **Motion Authorize Engineering Tech/Engineering Tech Assistant position at step 4**

99 Commissioner Hover moved to authorize Ben Rough Public Works to offer the  
100 Engineering Tech/Engineering Tech Assistant position to the applicant starting at step  
101 4. Motion was seconded, all were in favor, motion carried.

102

103 Solid Waste Management Plan review has been completed by the committee and will  
104 finalize the plan and SEPA checklist in the next couple weeks. He will coordinate with  
105 Perry Huston on that.

106

107 SWAC discussed the tipping fee at their last meeting and they will put together a  
108 recommendation for commissioner review in April and if approved begins the 90 day  
109 window for notification to commercial haulers for implementation around August. The  
110 county side of the situation is different. For a long time, Solid Waste is viewed as a profit  
111 maker, but it is not. The expenditures exceed the revenue so the SWAC felt  
112 adjustments should be considered to ensure sufficient revenue is received for expenses  
113 incurred. A meeting with the commercial haulers has been done and they offered many  
114 good suggestions and asked good questions.

115

116 **Board of Health 1234 S. 2nd Ave, Okanogan, WA 98840**

117 Commissioners attended the Board of Health meeting today.

118

119 **Motion - Voucher Approval - Commissioners**

120 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080  
121 and those expense reimbursement claims certified as required by RCW 42.24.090 have  
122 been recorded on a list, and made available to the Board. As of this date, the Board did  
123 vote, by unanimous vote, to approve the regular vouchers in the amount of \$116,986.34

124 and Payroll vouchers in the amount of \$997,408.10. Warrant numbers as cited on the  
125 attached blanket voucher list. Motion seconded and carried.

126 **Motion Public Health Voucher**

127 Commissioner Hover moved to approve the Public Health Vouchers and Payroll in the  
128 amount of \$41,313.85. Warrant numbers as cited on the attached blanket voucher list.  
129 Motion was seconded, all were in favor, motion carried.

130

131 **Citizen Comment Period**

132 No public wished to provide comments.

133

134 **Motion Letter of Appointment–Board of Health -Wright**

135 Commissioner Hover moved to approve the appointment of J.A. Wright to the Public Health  
136 Board representing the public health industry for a term of 4 years. Motion was seconded all  
137 were in favor, motion carried.

138

139 **Motion Methow Valley EMS District**

140 Commissioner Hover moved to adjourn as the BOCC and reconvene as the Methow Valley  
141 EMS District. Motion was seconded all were in favor, motion carried.

142

143 Commissioner Branch moved to approve the Methow Valley EMS District 2014, 2015, and  
144 2016 district accountability audit entrance letter and directed the Clerk to send it to Jessica  
145 Stang at the State Auditor’s office. Motion was seconded, all were in favor, motion carried.

146

147 Commissioner Branch moved to adjourn as the Methow Valley EMS and Reconvene as the  
148 BOCC. Motion was seconded all were in favor, motion carried.

149

150 **Motion CDBG Public Services Grant Request #4**

151 Commissioner moved to approve the CDBG Public Services grant request #4 in the amount  
152 of \$3,005.98 for the month of December 2017 and authorized the chairman to sign. Motion  
153 was seconded all were in favor, motion carried.

154

155 **Motion CDBG Housing Rehabilitation Grant Request #7**

156 Commissioner moved to approve the CDBG Housing Rehabilitation grant request #7 in the  
157 amount of \$20,711.53 for the month of December 2017 and authorized the chairman to  
158 sign. Motion was seconded all were in favor, motion carried.

159

160 **Motion Contract CRP #9437-06 HWY 7 Bridge S-Selland Construction Inc.**

161 Commissioner Hover moved to approve the construction contract with Selland Construction  
162 Inc. for CRP No. 9437-06 Highway 7 (Bridge South). Motion was seconded all were in favor,  
163 motion carried

164

165

166 **Approve Consent Agenda**

167 Commissioner Hover moved to approve the consent agenda items 1-5, as presented.

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

169 1. Commissioners Proceedings January 2<sup>nd</sup>, 2018

170 2. Contract - E18-028-Amendment A - E911 WA State Military Dept.- Communications

171 3. Contract – 2018 LTAC Marketing & Promotions – #18-008 Grand Coulee Dam Area Chamber of  
172 Commerce

173 4. Authorization to Purchase – Pickups – Public Works

174 5. Authorization to Purchase – Dump Trucks – Public Works

175 The Clerk of the Board asked for direction regarding the 2018 DMO contract. Did the  
176 Board wish for the DMO to report quarterly or twice annually? The board thought it  
177 worked well last year with only two meetings. They agreed that was fine. She also  
178 informed the board that all LTAC agreements had been overhauled for 2018 and that  
179 both DPA Gecas and Risk Manager Craig reviewed and approved the form.

180

181 The board adjourned at 4:45 p.m.

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