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2 **RECORD OF THE PROCEEDINGS**

3
4 **OKANOGAN COUNTY**

5
6 **JULY 17, 2018**
7

8
9 9:00 AM Commissioners' Staff Meeting
10 10:00 AM Finance Committee Meeting – Leah McCormack
11 11:00 AM Update – Public Works – Josh Thomson & Ben Rough
12 1:30 PM Citizen Comment Period
13 2:00 PM Update – Building – Dan Higbee
14 2:30 PM Update – Noxious Weed – Anna Lyon
15 3:00 PM Update – Human Resources / Risk Management – Tanya Craig and/or Debi Hilts
16 3:30 PM Public Hearing Declaring County Property Surplus – Laleña Johns
17 4:30 PM Approve Consent Agenda
18

19
20 The Okanogan County Board of Commissioners' met for its regular session on July 17,
21 2018, with Chairman Commissioner Jim DeTro, Commissioner Chris Branch, Member;
22 Commissioner Andy Hover, Member; and Melissa Thompson, Senior Clerk, for Laleña
23 Johns, Clerk of the Board, present.

24
25 Member of the Public, George Thornton, taking hand written notes at 8:55 a.m.

26
27 Commissioners' convened at 9:00 AM

28
29 Commissioner Hover discussed with Engineer Josh Thomson an email from the PUD
30 Commissioners' regarding the work they plan to complete on the Similkameen Trail. The
31 bridge work will result in temporarily closing the trail. Commissioner DeTro explained that
32 the bridge had termite damage. Engineer Thomson indicated that it was closed due to
33 liability.

34
35 **Commissioners' Staff Meeting**

36 Director Perry Huston, Engineer Josh Thomson, David Gecas, Joe Poulin, Stella Columbia

37
38 Maintenance Supervisor, Joe Poulin provided the details of the tractor purchase for the
39 fairgrounds and discussed the lease purchase agreement (attached). The tractor is now in
40 the County's possession. Mr. Poulin also wanted to address a compressor that needs
41 replacing. A quote was provided by DIVCO for \$2,547.00 (attached). Commissioner Hover
42 would like David Gecas to review the contract to see if ongoing responsibility will be
43 covered by DIVCO. Director Perry Huston said that they plan on getting quotes from
44 several vendors.

45

46 The jail elevator sensor strip is in place by Velcro and is acting up due to contact damage.
47 Mr. Poulin received a bid from Otis in the amount of \$8,000 to replace with a hard mounted
48 one.

49
50 Commissioner DeTro would like to send the recording of the open public meeting
51 discussion between the Commissioners', Sheriff, Undersheriff, and Dispatch to David
52 Gecas to determine if anything needs to be redacted, or if it can be shared. Commissioner
53 Branch asked about the policy as far as requiring the public to submit a Public Records
54 Request for an item such, as this audio since it had been emailed. Mr. Gecas explained
55 that there may be circumstances where the information is exempt and needs to be redacted
56 due to a pending investigation for example. The Public Records Request process allows for
57 him or the Public Records Office the chance to review beforehand.

58
59 Commissioners' discussed the recent wolf incident and how it was handled by all agencies
60 involved. Commissioner Hover has reached out to State Department of Fish and Wildlife
61 and US Department of Fish and Wildlife to understand their position. Commissioner DeTro
62 believes that the agencies are acting in secret and now have been caught.

63
64 Mr. Gecas requested an Executive Session to discuss French Creek after the rest of staff
65 have presented.

66
67 Mr. Gecas is following up on the request to look at HART contract for Auditor, Laurie
68 Thomas. According to Mr. Gecas, Ms. Thomas believes a different voting system would be
69 best and wanted to check to see if there was a breach of contract. Mr. Gecas doesn't
70 believe that we can get out of the contract based on the wording. Commissioner Hover
71 asked if HART had indicated that they wouldn't support the new system. As a result HART
72 would likely be in breach of contract. Mr. Gecas will follow up.

73
74 Clerk of the Board, Laleña Johns had previously asked him to review the RCW 84.52.069
75 regarding the Oroville Rural EMS District Levy. Mr. Gecas does not see any problem in
76 bumping up the levy to the maximum of \$0.50 cents should the board wish.

77
78 The fairgrounds bathroom project was discussed. Mr. Gecas has been working with BTO
79 Construction to obtain receipts for items that were purchased and provided an update to the
80 Board on his meeting with Tom Bassett and Steve Varrelman. They have been discussing
81 a change order that would itemize variances from what was in the original bid and what was
82 actually completed. Mr. Varrelman plans on meeting with the Commissioners' today. Mr.
83 Gecas would like to address how warranty issues would be processed without a receipt.
84 Commissioner Hover directed staff to locate the original bids. Director Perry exited the
85 meeting and returned after emailing a draw schedule and bid. Commissioner Hover wants
86 to make sure that any variances from the bid versus what was installed are paid back to the
87 county.

88
89 Fairgrounds Event Coordinator, Stella Columbia discussed safety concerns in the
90 grandstands and is proposing stock panels be attached to prevent any falls. She will gather
91 quotes.

92
93 Ms. Columbia would like direction regarding a camping limit. Commissioner Hover believes
94 it to be 30 days. Ms. Columbia made the suggestion that a limit of 2 weeks be established

95 so that watering can take place. Overtime was discussed, as Fairgrounds staff is trying to
96 catch up. Commissioner Hover believes that Ms. Columbia the person to authorize
97 overtime for her staff in order to get tasks done as long as it's within the budget. Ms.
98 Columbia explained that she calculated and it's still within budget.

99
100 **Motion Executive Session RCW 42.30.110(1)(i)**

101 Commissioner Hover moved to go into executive session at 9:50 a.m. for 15 minutes
102 inviting David Gecas and Josh Thomson to discuss legal matters to which the county may
103 be a party. Motion was seconded, all were in favor, motion carried.

104
105 Executive session ended at 10:05 a.m. no decisions were made.

106
107 Steve Varrleman joined the meeting at 10:05 am

108
109 **Finance Committee Meeting**

110 Laurie Thomas, Leah McCormack, Cari Hall,

111
112 Leah McCormack distributed the Finance Packet to the BOCC (attached). The Current
113 Expense ending balance includes the PILT money so it's not quite accurate. According to
114 Ms. Hall \$91,000 out of the \$92,000 spent was out of contingency. Ms. McCormack wants
115 to wait until November to make the whole loan payment after seeing all the supplements
116 that have come through. Ms. McCormack indicated that interest lines have already been
117 tapped into. The other concern is that we did not get enough revenue in under 160 to cover
118 the Juvenile expenses. Inmate medical services are also to be paid out of 160 fund. The
119 problem is we have not yet received the revenue we were projected to get. Commissioner
120 Hover brought up that Juvenile had spent \$90,000 up to the point that revenue had been
121 received, so in six months only \$90,000 spent. We will still be collecting revenue and
122 covering the spent expenses faster. That would be the hope, according to Ms. Hall, but she
123 is concerned that the expected revenue won't be met for the year.

124
125 The expenditure line is getting close to 100%, but the revenue line has not gotten to 100%.
126 Commissioner Hover pointed out that we are over on budgeted revenue when two line
127 items from Jail are combined. Can we move the overage into 160 fund from those so that
128 160 fund has some money in it? Finance Committee agreed that the overage can be moved
129 to 160. Ms. Hall explained that the plan would be to pay current expense back as money
130 comes into 160. Commissioner Hover believes a supplemental should be done to move any
131 of that money to current expense. Ms. Hall recommends that the additional revenue goes
132 against inmate medical expenses. Commissioner Hover agrees. Ms. Hall will work on a
133 supplemental and email it. Back to the earlier loan payment discussion, all three
134 Commissioners' do agree that it would be best to hold off.

135
136 Ms. McCormack pointed out the graphs that are attached for salary and wages and
137 overtime that the BOCC previously requested. 2018 is based on budget, while previous
138 years are based on actual totals. Ms. Hall is working on a breakout by department.

139
140 Discussed 2019 budget discussion dates. Ms. Hall has sent the budget call letter out and
141 will have everything to the BOCC by 1st Tuesday in September, so meetings should be
142 scheduled the following week. Director Huston believes that a discussion should be had in
143 the first meeting so that everyone has an idea of what room there is. Ms. Hall is working

144 with Debi Hilts to look at 2018 vs. 2019 benefit expenses. Commissioner Hover would like
145 to see a total number of wages and benefits from last year versus what it's going to be next
146 year based on step increases and overtime. Ms. Hall is working on that and the recap and
147 will send it over. Commissioner Hover would like to see overtime broken out as a separate
148 number by department. The Jail is at 82% of overtime but they just filled all their positions.
149 Commissioner Hover believes there should be a comparison of full time employee to
150 overtime cost because if there is a vacant position, overtime is essentially covering that
151 position vacancy.

152
153 The Finance Committee currently provides a spreadsheet showing budget overages by
154 percentage in red. Ms. McCormack has offered to provide a list of departments over budget
155 for reference.

156
157 Commissioner Hover asked Ms. Thomas about HART service. Ms. Thomas explained that
158 HART will provide support as long as there are users on the system. They will not make
159 upgrades and we would need to acquire a complete back up system from them now.

160
161 Mr. Varrelman, Mr. Gecas, and Mr. Poulin discussed the status of changes and corrections
162 being made by BTO Construction to the Fairgrounds bathroom. Mr. Varrelman indicated
163 that the septic system has been fixed. Commissioner Hover inquired about quotes being
164 received that were not itemized in the original bid. According to Mr. Varrelman there isn't a
165 line item on the original quote because it's included in the incidental cost that he wouldn't
166 necessary charge for, rather it's the cost of doing business. When asked about warranty
167 situations for installed items, Mr. Varrelman said he will talk to his staff and work on getting
168 receipts. Mr. Gecas provided the AIA change order for review. Discussed the changes and
169 corrections and concerns that Mr. Poulin brought up and accepted the contractor's changes.

170
171 **Motion AIA Document G701-2017 Change Order – Fairgrounds Bathroom Project**
172 Commissioner Hover moved to approve the change of work order AIA Document G701-
173 2017 for the fairgrounds bathroom and authorize the Chairman to sign. Motion was
174 seconded, all were in favor, motion carried.

175
176 **Motion Accept Refund as result of Change Order**
177 Commissioner Branch moved to accept the refund check #18797 from BTO Construction in
178 the amount of \$1,324.00 as a result of the AIA Document G701-2017 Change Order. Motion
179 was seconded, all were in favor, motion carried.

180
181 **Update – Public Works – Josh Thomson & Ben Rough**
182
183 Engineer Thomson & Ben Rough provided agendas and discussed the items listed.

184
185 *Taber land purchase*
186 Mr. Rough wanted to look into this to see if this would cause us to have to move fence line
187 around transfer station and went out with the surveyor to look at the property line. The fence
188 line is already where it would need to be if the boundary line adjustment occurs, so nothing
189 would need to be done if the property is conveyed. Mr. Rough sees no issues in moving
190 forward. Director Huston believes a public hearing should be scheduled to give anyone the
191 opportunity to express concern. Mr. Rough provided a letter from Larry Henke (attached).
192 Mr. Rough believes after talking with Larry Gilman in the Assessor's office this will be one

193 parcel. The standard is \$1,000/acre with a minimum value of \$500 per parcel. The letter
194 includes a requested purchase price of \$400. The Commissioners' directed Perry Huston
195 schedule the Public Hearing.

196
197 *Open position status*

198 Currently interviewing for M2 truck river position for area 3 and for the engineering
199 technician assistant.

200
201 *Apple maggot quarantine area update*

202 Mr. Rough discussed the recent issue of Department of Agriculture changing the way they
203 are wanting the waste segregated. They now want to separate all fruit, whether home grown
204 or commercial. That is not how it's being enforced in other counties. Mr. Rough has a call
205 in to Waste Wise to see how they are going to do this as it's more of an impact to them. Mr.
206 Rough believes we have good standing to request to extend implementation or extend our
207 county deadline. Department of Agriculture has a request into state office and they don't
208 want us to proceed with application until we hear from them. Mr. Rough asked for comment
209 on the letter that will be presented to Department of Agriculture at Thursday's public
210 meeting. Commissioner Branch provided feedback to remove some comments and get right
211 down to the point. He will make changes and send back over for the Commissioners' to
212 sign.

213
214 Will need a special permit to haul other waste to the west side and that needs to be
215 coordinated with Department of Ag. Mr. Rough believes the best thing to do would be to
216 send out to bid, but needs to wait until they hear further from Department of Ag because it
217 will correlate to amount of waste.

218
219 *Solid waste disposal fees*

220 Meeting next Tuesday

221
222 *Sign posts & pallets*

223 Mr. Rough wants to update the public works fee schedule. There is a surplus and they want
224 to be able to sell sign posts and pallets. They have determined through conversations with
225 the auditor that they can be sold.

226
227 *Solid waste management plan*

228 Updated with language of SEPA and the quarantine

229
230 *Consent agenda*

231 Tonasket Interlocal agreement for solid waste services is on the agenda. The only one
232 remaining is Douglas County

233
234 *Maintenance and Road Conditions*

235 Engineer Thomson provided an update of conditions and the overtime report. Mostly
236 working on chip seal and August 6th should be the last day.

237
238 *Sinlahekin Rd. Washout Repair*

239 Engineer Thomson indicated that they are waiting on final costs

240
241 *Similkameen Trail Repair*

242 PUD is not working on the trail itself but a bridge beyond, as discussed this morning.
243 Commissioners' are in favor of it being closed due to safety and PUD using it to access the
244 bridge to fix. Both Commissioner Branch and Commissioner Hover would like to know what
245 the schedule will be for the closure. Engineer Thomson believes it should be done by next
246 week. Commissioner Branch has concerns about the dam project and how the trail will be
247 impacted.

248
249 Windy Creek, as a fish bearing stream will impact the size of the culvert. Owners have not
250 seen any fish in the stream, family has planted fish in the past, but cannot keep them there.
251 Engineer Thomson hopes to have the culvert in place by the end of the week.

252
253 *OCOG Contract for HSTP update*

254 OCOG approved The Athena Group to do public transportation services

255
256 6-Year Transportation Improvement Plan
257 Engineer Thomson discussed the addition of the Rodeo Trails (Fairgrounds Section) to the
258 6-Year Transportation Improvement Program (attached).

259
260 **Motion to approve Local Agency Professional Services – Athena Group – Public**
261 **Works**

262 Commissioner Branch Move to approve Local Agency Professional Services Agreement to
263 Update the Coordinated Public Transit Human Services Transportation Plan by The Athena
264 Group and authorized the Chairman to sign. Motion was seconded, all were in favor, motion
265 carried.

266
267 The Board adjourned for lunch at 12:00 PM
268 The Board reconvened at 1:30 PM

269
270 **Citizen Comment Period**

271 George Thornton

272
273 George Thornton – citizen born and raised here. Has had extensive experience working
274 with native plants. Concerned about the Russian Olive Plant. It is thorny, occupies
275 wetlands and it is aggressive and gets in the way. He would like to see the Noxious Weed
276 Board to study and see if it's worth further attention. Commissioner Hover asked about the
277 characteristics of the plant, Mr. Thornton said that is like a tree and fibrous dark wood. It is
278 relatively easy to manage with an herbicide. It doesn't seem to be insurmountable, but
279 would require ongoing watchfulness. The Russian Olive is altering the river bottom grass
280 land significantly. He wanted to pass the comment along to the Commissioners' since there
281 is a Noxious Weed update later today.

282
283 **Update – Building – Dan Higbee**

284
285 Dan Higbee distributed the building department update (attached). Commissioner Branch
286 commented that there are not a lot of permits from the reservation. Mr. Higbee said that a

287 lot of times permits are being processed through the reservation rather than the county.
288 They are slightly ahead of last year in the revenue, but believes this has to do with policy
289 change such that the plan review is being paid up front. Therefore this will likely even or
290 drop off in the fall. It is time to start preparing the budget and they don't foresee any high
291 expenses. Commissioner Branch inquired about vehicles. They have three trucks and
292 have a maintenance schedule that's already budgeted and plan to continue to run those
293 vehicles.

294
295 Mr. Higbee indicated that Interlocal agreements with Riverside and the City of Brewster. He
296 believes there may be some delay in the contract with Twisp, but is not aware of any
297 specific issues. David Gecas has suggested that he hold off on distributing contracts to
298 make sure any changes need to happen across all of them.

299
300 Anna Lyon joined the meeting at 2:10 PM

301
302 Mr. Higbee visited a Wolf Creek property based on a complaint relayed to Planning. It didn't
303 appear that anyone was living there upon inspection. The buildings do not qualify for any
304 permits and therefore, there is no enforcement that would be done by the Building
305 Department based on the look of the structures. Commissioner Hover would like Mr. Higbee
306 to check with Director Huston to see if Planning communicated to the owner.

307
308 **Update – Noxious Weed – Anna Lyon**

309
310 Ms. Lyon provided an updated on what Noxious Weed has been doing with the aquatic
311 program. Last year treated 8 lakes in Okanogan County. Osoyoos is going for the lake
312 management district but everyone else is relying on grant dollars or doing it themselves.
313 This year they were only able to get \$25,000 from the college to do grants, and they cut
314 them back to Alta, Leeder and Palmer lakes. Discussed a schedule of treatments over the
315 next few days and future treatments in the fall. With the aquatic program in the state that it's
316 in: growing, adapting, rerouted etc., they have seen a lot of inconsistency and it has been a
317 struggle to get funding or participation. They had discussed when Osoyoos was first starting
318 the lake management district a mechanism to do a countywide program. Ms. Lyon is
319 requesting the Commissioners' help find a mechanism to do that.

320
321 Discussed various concerns such as algae blooms and zebra mussels. According to Ms.
322 Lyon there are six agencies contributing in Okanogan. Ms. Lyon has received suggestions
323 for a 1 tenth of 1% sales tax increase or a boat tag to increase funds. She is looking for
324 something that doesn't put all the burden of treatment on shoreline owners when all the
325 public is using the lakes. Commissioner Branch suggested something being added to
326 licensing and that a conversation should happen with the Auditor. Ms. Lyon is not sure who
327 would enforce boat tags and is concerned that most of the money would go to the state with
328 only a small portion going to the County. Commissioner Branch discussed boat stickers that
329 were used on the Columbia for instance. Commissioner DeTro inquired about White Stone,

330 which according to Ms. Lyon is mostly funded by the Bureau of Recreation. Commissioner
331 brought up boat launch fees and how there are entities that are not funded, yet are
332 operating boat launches. They are receiving revenue from various passes, but the County is
333 having to address the water. Commissioner Branch agreed and brought up the benefits of
334 tracking a fee. Commissioner Hover would like to see if the Tribe would be able to get
335 funding as there is a great importance placed on clean water. Ms. Lyon indicated that
336 keeping things local creates some road blocks because of not having enough money or
337 concerns of specific herbicides in the water, etc. Commissioner Branch believes it would be
338 helpful for the Noxious Weed Board to have a presentation to raise awareness of the zebra
339 mussel.

340
341 Commissioner Branch brought up Mr. Thornton's comment about the Russian Olive plant.
342 According to Ms. Lyon it was largely planted by Army Corps for mitigation reasons and now
343 is a Class C noxious weed on the state level. She doesn't have resources to go after it, but
344 Noxious Weed Board does rent out injection guns to use on some of the younger plants.

345

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

347

348 Debi Hilts discussed the project she is working on to provide actual payroll information that
349 includes total compensation. Commissioner Hover and Tanya Craig used spreadsheets for
350 negotiations that Ms. Hilts is updating to include actuals from 2017 so that a comparison
351 can be made to projections. She is working with Cari Hall so this information will be in the
352 budget worksheets going forward. Commissioner Hover would like to see what the wage
353 change would look like prior to going into negotiations. According to Ms. Hilts \$350,000 will
354 need to be added to the 2019 payroll budget for paid FMLA. This is state-wide family
355 medical leave. The employees pay into it at 45% and the county pays in at 55% of the .04
356 percentage that will come out of payroll. The paid leave is in addition to 12 unpaid weeks of
357 FMLA that is available. Commissioner Branch acknowledged that you can't really account
358 for overtime because of situations like this. Overtime budgets will need to be based on
359 assumption.

360

361 Ms. Hilts gave an update on a few small claims they are working on, including one more
362 Alta Lake tar claim.

363

364 Ms. Hilts indicated that the majority of seasonal hiring is complete. There is still an open
365 victim advocate position for the prosecutor's office. Tanya Craig drafted a resolution re-
366 classifying the Chief Criminal Deputy Prosecuting Attorney and presented to the
367 Commissioners' to review and consider.

368

369 Risk assessment was performed by a Risk Pool representative, Jill Lowe. Ms. Craig and
370 Ms. Lowe visited the area three and ER&R shops today. She was very impressed at how
371 organized and clean the shops are. A report will be provide to us by the Risk Pool. Ms.

372 Craig discussed the awareness for safe entering/exiting of the trucks as the majority of L&I
373 claims are from jumping out of the trucks.

374
375 Looking to organize a verbal SWAT training for all employees here. The training will
376 address how to verbally de-escalate situations. Also coordinating to bring law enforcement
377 training here so that they can have local training. Discussed recent drone training that the
378 Sheriff's office has completed. They are working on policies as well and have worked
379 closely with Grant County who has a good program set up.

380

381 **Public Hearing Declaring County Property Surplus**

382

383 Commissioner DeTro opened the hearing up to staff report. No staff present.

384

385 Commissioner DeTro open to public comment. No comment from the public. Closed public
386 comment.

387

388 Commissioners' discussed the Clerk of the Board being the person responsible for setting
389 up the Surplus Sales. With the Clerk of the Board being absent at training, discussed
390 continuing the Public Hearing.

391

392 **Motion Public Hearing Continued July 24, 2018 at 4:00 pm**

393 Commissioner Hover moved to continue the public hearing to July 24th at 4:00 pm leaving
394 written comment open but closing verbal testimony. Motion was seconded, all were in favor,
395 motion carried.

396

397 **Motion - Voucher Approval - Commissioners'**

398 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and
399 those expense reimbursement claims certified as required by RCW 42.24.090 have been
400 recorded on a list, and made available to the Board. As of this date, the Board did vote, by
401 unanimous vote, to approve the regular vouchers in the amount of \$40.00 Warrant numbers
402 as cited on the attached blanket voucher list. Motion seconded and carried.

403

404 **Motion - Voucher Approval - Commissioners'**

405 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and
406 those expense reimbursement claims certified as required by RCW 42.24.090 have been
407 recorded on a list, and made available to the Board. As of this date, the Board did vote, by
408 unanimous vote, to approve the regular vouchers in the amount of \$68,671.62 and Payroll
409 vouchers in the amount of \$967,050.45 Warrant numbers as cited on the attached blanket
410 voucher list. Motion seconded and carried.

411

412 **Motion Public Health Voucher**

413 Commissioner Hover moved to approve the Public Health Vouchers in the amount of
414 \$32,973.14. Warrant numbers as cited on the attached blanket voucher list. Motion was
415 seconded, all were in favor, motion carried.

416 **Approve Consent Agenda**

417 Commissioner Branch moved to approve the consent agenda items 2-9, excluding item 1,
418 as presented. Motion was seconded, all were in favor, motion carried.

419

420

1. ~~Commissioners' Proceedings July 9 & 10, 2018~~

421

2. Reimbursement – CDBG Housing Rehabilitation Grant – Request #13 – Community Action
Council

422

3. Interlocal Agreement – Solid Waste Disposal Service – City of Tonasket – Public Works

423

4. Contract – SOS Scanning Grant Services – NWVRC/COMSTOR – Public Works

424

5. Local Agency Agreement Supplemental #1 & Project Prospectus – County Wide Guardrail 2018
– Public Works

425

426

6. Local Agency Agreement & Project Prospectus – 9155-19 Old 97 Driskell to Verestar – Public
Works

427

7. Cattleguard Renewals – Fancher, Tom CGF#23-98

428

8. CDBG Public Services Grant 2017/2018 Close Out Report No. 17-62210-029

429

9. Resolution 74-2018 Setting a Public Hearing for 1598 Evans Road Speed Limit Change

430

431

432

433

The board adjourned at 4:00 pm.

434