

1 **RECORD OF THE PROCEEDINGS**

2
3 **OKANOGAN COUNTY**

4
5 **MARCH 13, 2018**

6

7 9:00 AM	Commissioners' Staff Meeting
8 10:00 AM	Update – Human Resources / Risk Management – Tanya Craig and/or Debi Hilts
9 10:30 AM	Update – Auditor – Laurie Thomas
10 11:00 AM	Update – Public Works – Josh Thomson & Ben Rough
11 1:30 PM	Board of Health Meeting – 1234 S. 2 nd Ave, Okanogan, WA
12 3:00 PM	Bid Award – County Legal Newspaper – 2018/2019
13 3:30 PM	Citizen Comment Period
14 4:00 PM	Discussion – Agriplex Rent Waiver Request – OBHC Jim Novelli
15 4:30 PM	Approve Consent Agenda

16

17 The Okanogan County Board of Commissioners met in regular session on March 13, 2018,
18 with Chairman Commissioner Jim DeTro, Commissioner Chris Branch, Commissioner Andy
19 Hover, and Laleña Johns, Clerk of the Board, present.

20
21 George Thornton, member of the public arrived at 8:55 am to take hand written notes.

22
23 **Commissioners' Staff Meeting**

24 David Gecas, Tanya Craig, Perry Huston

25
26 Mr. Gecas updated the board items he is working on. He discussed further research he
27 is conducting on jurisdiction issues.

28
29 Commissioners discussed public records requests and learned how to handle them if
30 they should receive a request.

31
32 Ms. Craig provided her update. She is working on the contract with Douglas County for
33 Veterans Service Officer training. The scope of work is the last item needed prior to final
34 review by all parties. Ms. Craig explained there has been a lot of litigation in the state
35 about use of drones and Risk Pool is recommending the county adopt a policy for
36 employee use of drones. The Sheriff's office owns a drone. Emergency Management
37 has used one too, but that drone is not owned by the county. The Emergency Manager
38 has been properly trained and certified to use one.

39
40 Commissioner Hover asked about the fairgrounds camping contracts with old fee
41 information. Ms. Craig replied that camping agreements are being sent out to previous
42 campers by the FAC for fair. Commissioner Hover asked that all old contracts be
43 gathered up to avoid using the contracts with the old fee information.

44
45 Commissioners asked staff to move forward with the fairgrounds well project.
46 Commissioners considered applying for the WSDA Fairs Grants.

47
48 Ms. Craig explained some Civil Service issues. The regular recruitment process is not
49 providing a sufficient hiring pool. Mr. Craig asked if Human Resources can create a
50 Facebook page that would provide information about recruitments and open positions to
51 those who are more comfortable using Facebook over advertisements. Commissioners
52 are okay with the idea but suggested one for the county rather than just HR. She further
53 explained the previous commissioners had her create a public group Facebook page
54 that is not a county one. Commissioner Hover wants things consolidated and not spread
55 out. He suggested a general Facebook page be created to push public information out.
56 The group was created to avoid having to answer the public comments as you can turn
57 off the commenting on a group and you cannot on a page. Commissioner Hover stated
58 maybe she should just create an HR page. Mr. Gecas explained it is easier to tell
59 people who submit a public records request for that information that we just don't have a
60 page.

61
62 Ms. Craig submitted the Risk Management Annual Report for 2017. (attached) She
63 explained injury claims increased by 57% and workers' compensation costs increased
64 by 91%.

65
66 A meeting with PW will happen to discuss mitigating claims. Most were truck drivers,
67 and the experience will drive our premium up.

68
69 Liability claims report was discussed.

70
71 Joe Poulin asked about the ATS agreement.

72
73 Mr. Poulin explained he has no idea what the specific costs will be for the Fairgrounds
74 needs and what that cost projection looks like. Commissioner Hover would like a
75 summary of employees, added hours projection, so the board has some back up
76 documentation to add someone to the department. The additional cost to current
77 expense this coming year will be about \$120,000, for labor and maintenance, but the
78 additional maintenance worker will help make the department more efficient for
79 everyone no matter where assigned. Commissioners want to make sure all work
80 performed is documented to show the specific tasks performed by the individual
81 workers and where the activity occurred. The Facility Dude program allows worker
82 tracking like this. Commissioner Hover asked if Mr. Poulin was certified to spray for
83 mosquitos. No, he can only spray for weeds. It was suggested that he obtain that ability

84 so fairgrounds can be sprayed for mosquitos. Bat boxes were also suggested as a way
85 to control mosquitos.

86
87 Mr. Poulin asked if fairgrounds camping would be opened April 1. A new employee can
88 help get the ball rolling on preparing the grounds for that. Someone is needed right now
89 if things are going to be ready. Advertisement for the position should happen very soon.
90 Commissioner Hover would like documented, all revenue that offsets Current Expense
91 so there is a bright line showing any effect to Current Expense.

92
93 A camp host was discussed. The commissioners would like that to be posted for this
94 year. Ms. Hilts will post both the new maintenance position and the camp host position.

95
96 **Update – Human Resources / Risk Management – Tanya Craig and/or Debi Hilts**
97 Ms. Hilts provided the board with her update. She discussed the Event Coordinator
98 position posting. (attached)

99
100 Ms. Hilts asked when commissioners would next be on Open Line as she thought it
101 would help to discuss the Event Coordinator position. Commissioner Branch explained
102 some topics he previously discussed on Open Line.

103
104 She will attend the Career Fair on March 20 that is put on by Work Source and will bring
105 all the recruitment information for the various open positions.

106
107 Ms. Hilts asked the board for input on the Event Coordinator training and what the board
108 envisioned. When will an office temp be hired for the fairgrounds? Commissioners wish
109 to hold off on that hire. Civil Service testing is on Sunday for Corrections, Law
110 Enforcement, and Dispatch. The agility test will occur at the school. Public Safety
111 Testing said it would be no problem to remove corrections in June and create another
112 test for corrections if we do not get any applicants. Both examine lists will need to be
113 utilized. She can proctor the tests going forward. Director Huston’s employment contract
114 is expiring April. The agreement was provided previously for review.

115
116 **CANCELLED Update – Auditor – Laurie Thomas**
117 Auditor Thomas called to cancel the meeting due to personal reasons.

118
119 **Approve Consent Agenda**
120 Commissioner Hover moved to approve the consent agenda items listed below striking
121 out #1, #3 & #4. Motion was seconded, all were in favor, motion carried.

122
123 1. ~~Commissioners Proceedings March 5 & 6, 2018~~
124 2. ~~Reappointment – Planning Commission – Dave Schultz~~
125 3. ~~Appointment – Television Reception District #1 – Heather Findlay~~

- 126 4. Appointment – Television Reception District #1 – Victoria Velategui
127 5. Contract – 2018 Direct Services – Homeless Housing – Community Action Council - \$30,000
128 6. Contract – 2018 Professional Services – Homeless Housing – Community Action Council - \$40,000
129 7. Contract – 2018 Direct Services – Homeless Housing – Oroville Housing Authority - \$26,965
130 8. Reimbursement - CDBG Public Services Grant – Request #6 – Community Action Council
131 9. Reimbursement- – CDBG Housing Rehabilitation Grant – Request #9 – Community Action Council
132 10. Agreement – County Dispatch Interlocal Services – Okanogan Behavioral Health Care
133 11. Agreement – DCC Controls Support for County Jail - ATS
134 12. Lease Agreement - Public Works Excavator Equipment – Sawyer & Sawyer Inc
135 13. Lease Agreement – Public Works Dozer Equipment – Sawyer & Sawyer Inc
136 14. Employment Agreement – Deputy Prosecuting Attorney – Jason Slaybaugh
137 15. Resolution 27-2018 – Adopting revised fee schedule for the County Sheriff’s Office
138 16. Resolution 28-2018 – Authorizing rates for the Conconully Lakes Sewer System – Public Works

139
140 Commissioner Hover discussed what process should be utilized for soliciting
141 membership on boards when someone’s term is up. In 2019, he would like to start a
142 policy process that is fair when there is an open position on a board. Commissioner
143 Branch discussed alternates serving when there is not otherwise a quorum and how
144 that has worked for other boards and committees. It was suggested that be discussed
145 with Attorney Gecas.

146
147 **Update – Public Works – Josh Thomson & Ben Rough**
148

149 Josh Thompson provided his agenda and discussed the items listed there.
150

151 *Maintenance & Road Conditions*

152 Overtime use was discussed and why it was necessary. Due to weather this year it
153 appears at the end of January the department overtime usage was higher than last
154 year.

155
156 There is a spot on Old 97 @ Rattlesnake Point where an area is slumped with guard
157 rails showing. Rip Rap rock will be on site Monday to excavate and place the rocks.

158
159 Commissioner Hover discussed he previously spoke to City of Okanogan Public Works
160 director Shawn Davison and he was in favor of looking at the Rodeo trail drive road
161 issues. Engineer Thompson explained what funds can be used for the project.

162
163 Commissioners believe the county should absorb the cost of signs to be placed on the
164 road for the “adopt a county road” program. The program mirrors the state program and
165 10-12 years ago it was funded. Many of the groups no longer maintain the roads where
166 the signs are and funds are no longer available for the signs. There is some liability to
167 the county due to the “adopt a road program.” Signs, tracking & reporting Volunteer
168 worker hours, paying L&I, and ensuring compliance with rules in RCW would cost more
169 for the county to process than what the county has funds for.

171 The current program will continue, but no new segments/signs will be approved moving
172 forward due to the cost. However, citizens can clean up the roads on their own without
173 having adopted a road first.

174
175 The meaning behind the color of the new WATV/ORV signs were discussed. A draft is
176 being created for the website and should be completed later this week.

177
178 Levee meeting is tonight at the fish hatchery tonight at 6:00 p.m.

179
180 *Peter Dan Road slide area*

181 Engineer Thompson explained the tribe is underway with their cultural study. Right now
182 is the time frame for applying for construction funding.

183
184 The Hwy 7 preconstruction meeting will happen in May for construction in June.

185
186 All the grant applications for the various projects have been submitted. Now we wait to
187 hear of an award.

188
189 Ben Rough provided his agenda and discussed the items listed there.

190
191 *Credit Card purchases*

192 Public Works was informed that the department head is responsible for paying late fees
193 and over limit fees that occur. What is the commissioners' process for addressing late
194 fees and over limit fees? Mr. Rough explained the process for paying the credit card
195 bills as it takes about a week and half to cut a check, be sent in the mail to the
196 company, and sometimes a late fee is generated. The over limit fee occurred when a
197 payment was not received before a charge was made. He thought the card was under
198 limit when the charge was made but it wasn't. He feels the current process appears to
199 indicate some negligence or wrong doing by the department head which would require
200 them to pay the fee incurred. Commissioner Hover still wants the department head to be
201 responsible once the process is streamlined. Mr. Rough doesn't feel the over limit fee
202 was due to irresponsibility. Commissioner Hover would like to have a conversation with
203 the Auditor and Treasurer about what options there are. Engineer Thompson stated if
204 staff makes a mistake then essentially we are holding the department head responsible
205 for the mistake. Mr. Rough explained his department will monitor the credit card
206 accounts online to ensure neither situation happens again.

207
208 *Open Position Status*

209 The open positions still needing to be filled were discussed.

210 The interview process will be reviewed. Positions have not been posted yet due to
211 hourly wage basis needing to be reviewed. The cost of living that everyone else
212 received was not applied to that position salary. Mr. Rough suggested, to make up for
213 the difference, he thought starting them at a higher step would allow a wage attractive
214 enough to those who would apply.

215

216 **Board of Health Meeting – 1234 S. 2nd Ave, Okanogan, WA**

217 Commissioners attended the Board of Health.

218

219 **Motion Resolution 31-2018 Authorizing Event Coordinator Position Fairgrounds**

220 Commissioner Branch moved to approve resolution 31-2018 authorizing the Event
221 Coordinator position and authorizing it to be filled. Motion was seconded, all were in
222 favor, motion carried. .

223

224 **Motion Agreement Homeless Housing Funds-Room One**

225 Commissioner Branch moved to approve the Homeless Housing agreement with Room
226 One in the amount of \$10,000. Motion was seconded, all were in favor, motion carried. .

227

228 **Motion Agreement Marketing & Promo -Lodging Tax Funds-Winthrop Ice Rink**

229 Commissioner Branch moved to approve the agreement for marketing and promotion
230 utilizing the Lodging tax funds in the amount of \$1,694. Motion was seconded, all were
231 in favor, motion carried.

232

233 **Motion Agreement Capital Expenses -Lodging Tax Funds-Winthrop Ice Rink**

234 Commissioner Branch moved to approve the agreement with Winthrop Ice Skating Rink
235 for lodging tax revenue for Capital Expenditures in the amount of \$4,481. Motion was
236 seconded, all were in favor, motion carried

237

238 **Bid Award – County Legal Newspaper – 2018/2019**

239 Commissioners discussed the bids for legal newspaper that were received from the
240 Chronicle and Gazette Tribune/Methow Valley newspaper on time. The commissioners
241 discussed circulation and costs numbers of each bid. It appears the Gazette
242 Tribune/Methow Valley newspaper provides the lowest overall cost to publish based on
243 wider column inch versus Omak Chronicle column inch, which is narrower.

244

245 **Motion Bid Award County Legal Newspaper**

246 Commissioner Branch moved to award the bid to the Gazette Tribune/Methow Valley
247 Newspaper for the 2018/2019 contract and directed the Clerk of the Board to prepare
248 the contract for approval prior to April 1, 2018. Motion was seconded, all were in favor,
249 motion carried.

250 Ms. Connie Iten, Fish & Wildlife, arrived at 3:00 pm to take handwritten notes.

251

252 **Continued Discussion Comp Plan**

253 Commissioners invited Director Perry Huston and staff back to continue the Comp Plan
254 discussion.

255

256 Director Huston took points from the commissioners' perspective as was discussed
257 yesterday and incorporated the ideas into new alternatives. Director Huston explained
258 the existing conditions and discussed the new alternatives were based on the
259 commissioners' discussion. He said in years past we had an economic development
260 section in the draft, but it has been removed since then. Director Huston explained what
261 that language might be if resurrected.

262

263 Commissioners reviewed a sample vision statement. Ms. Iten stated she did not feel the
264 statement did not address how the county should look. Director Huston thought parts of
265 it could be incorporated with other language. Commissioner Branch explained what he
266 is looking for includes a sustainable economy with goals and objectives that might have
267 a justification statements afterward. Commissioner Hover stated he is looking for a
268 broader statement that includes all the factors.

269

270 **Citizen Comment Period**

271 Commissioners asked for citizens comments. Ms. Recommended the commissioners
272 not get too deep into the weeds of the comp plan. Mr. Thornton explained some items
273 that appear would cause conflict. He said that embracing other ways to provide a
274 sustainable future should be included in the vision.

275

276 The group reviewed chapter 12 Public Health & Safety section.

277

278 Director Huston explained an invitation was sent inviting certain people to his study
279 session with the commissioners on April 2 to further discuss the Watershed Planning
280 Unit.

281

282 **Discussion – Agriplex Rent Waiver Request – OBHC Jim Novelli**

283 Mr. Novelli provided the commissioners with a request letter requesting to use the
284 Agriplex for national Recovery Month. He requested the commissioners to waive the
285 rental fee for an event that serves the infirm. The event is scheduled for Saturday,
286 September 22, 2018. The event is to raise awareness that recovery is possible for
287 behavioral health issues and substance abuse issues. Commissioner Branch expressed
288 that certain costs are associated with an event and suggested those be paid for at least.

289

290 The other commissioners felt comfortable to waive the whole fee.

291

292 **Motion Fee Waiver Agriplex**

293 Commissioner Hover moved to waive the fee associated with rental of the Agriplex for
294 the event on September 22, 2018 due to serving the infirm. Motion was seconded, all
295 were in favor, motion carried

296

297 Commissioners discussed the North Central Washington Smoke Jumper base
298 strategies that will be brought up at the prep meeting scheduled for Friday, March 16.

299 The prep meeting is at TwispWorks.

300

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

302

303