

1 **RECORD OF THE PROCEEDINGS**

2
3 **OKANOGAN COUNTY**

4
5 **MARCH 20, 2018**

6

7 9:00 AM	Commissioners' Staff Meeting
8 10:00 AM	Finance Committee-Leah McCormack, Laurie Thomas
9 11:00 AM	Bid Opening –Public Works Pickup Trucks- Jerry Paul
10 11:10 AM	Update – Public Works – Josh Thomson & Ben Rough
11 1:30 PM	Citizen Comment Period-Roni Holder Deifenbach
12 **2:00 PM	Tentative Update –WSU Extension Admin Team-Kayla Wells-Moses and Team
13 3:00 PM	Update Human Resources/Risk Management- Debi Hilts, Tanya Craig
14 3:30 PM	Update –WSU Extension Admin Team-Kayla Wells-Moses and Team
15 4:00 PM	Approve Consent Agenda

16

17 The Okanogan County Board of Commissioners met in regular session on March 20, 2018,
18 with, Commissioner Chris Branch, Commissioner Andy Hover, and Laleña Johns, Clerk of
19 the Board, present.

20
21 Chairman Commissioner Jim DeTro was absent today, due to flu.

22
23 George Thornton, member of the public arrived at 9:50 a.m. to take hand written notes.

24
25 **Commissioners' Staff Meeting**

26 Perry Huston, David Gecas, Joe Poulin, Debi Hilts

27
28 Director Huston updated the board on lead agency designation and initiating governments
29 who lend staff support to what is being done with the plan. He has been in contact with
30 agencies and the Yakama Nation on this subject.

31
32 There was a request for use of the horse facilities at the fairgrounds. What are the
33 commissioners' thoughts on renting our stalls to RVer's with horses? Director Huston
34 reported.

35
36 Joe Poulin explained that he has been in contact with the architect and contractor regarding
37 the fairgrounds bathroom. An onsite meeting date with the architect and contractor is being
38 arranged.

39
40 Commissioner Hover noted he was invited to present at the Bar association presentation on
41 April 3. Mr. Gecas said if the commissioner is comfortable with the subject matter, then he
42 should be okay.

43
44 Director Huston asked the board for executive session.

45

46 **Executive Session RCW 42.30.110 (1)(i)**

47 Commissioner Hover moved to go into executive session at 9:50 a.m. inviting Perry Huston,
48 Lanie Johns, Joe Poulin, and DPA David Gecas for 5 minutes to discuss potential litigation
49 to which the county may be a party. Motion was seconded, all were in favor, motion carried.

50

51 Executive session ended at 9:55 a.m. no decisions were made.

52

53 **Finance Committee-Leah McCormack, Laurie Thomas**

54 Laurie Thomas, Leah McCormack, Cari Hall, Perry Huston

55

56 Treasurer McCormack provided her agenda and discussed the items listed there. (attached)
57 She explained that larger invoices would need to be held back and paid the following week
58 due to the issue of cash on hand. The invoices will still be paid on time.

59

60 Credit card over limit and late fees were discussed because there were three occurrences
61 this year that the responsible department head brought to the commissioners attention
62 because they had to pay the fees personally. Treasurer McCormack stated all departments
63 have access to their VISA accounts online. Statements may be printed prior to the
64 statements coming in the mail in order to pay the visa bill timely. The mailed statements
65 usually come after the first Visa run. Commissioner Hover asked if there was another option
66 that could help ensure payments are received more timely. Treasurer McCormack said
67 when credit cards were first implemented we could bring our payment to the local bank, but
68 now those banks do not want to do the payment processing. Most banks issuing the cards
69 are located on the east coast so it takes more than 3-weeks to be received and remitted by
70 the bank. She discussed a process that could bypass the remitter machine, but because the
71 check includes all departmental payments, the companies cannot seem to remit correctly in
72 accordance with the information provided by the county. Commissioner Hover asked if the
73 Treasurer could inquire about using a local bank. Ms. McCormack explained we are
74 currently under contract with the bank handling our banking, but the agreement may be
75 terming this year. Treasurer McCormack will check and see if the local bank can set it up to
76 receive our payments. Auditor Thomas said it is frustrating to see the fees and doesn't feel
77 the tax payer should be paying for those. Auditor Thomas and Treasurer McCormack would
78 like the county's credit card policy to be amended to include language that covers over limit
79 fees, as it is not specifically outlined there. Commissioner Hover said this is a reoccurring
80 issue (three times this year), not specifically the treasurers issue, but issues none the less
81 that have to be worked out by someone.

82

83 The fairgrounds Interfund loan payment was discussed it is due in June. A transfer might be
84 needed first.

85

86 **Bid Opening –Public Works Pickup Trucks- Ben Rough, Josh Thomson**

87 Commissioner Branch stated the time for receiving the pick-up truck bids is past. One bid
88 was received from Jess Auto.

89

90 Jess Auto

91

92 6-half ton extra cab pickups- Gas \$194,310.48 and Diesel \$222,355.56

93

94 3-half ton extended cab pickups \$103,450.41

95

96 1-One ton regular cab \$33,368.09

97

98 **Update – Public Works – Josh Thomson & Ben Rough**

99 Perry Huston, public member George Thornton

100

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

102

103 *Open Positions*

104 Mr. Rough requested to start the new Engineering Tech at step 3 or 4 instead of step 1.

105 Commissioner Hover would like it spelled out the experience/education criteria that would

106 help base the request on for a higher step. If they had the basic knowledge or they have all

107 the required desired qualifications a matrix would justify the increased starting step. The

108 commissioners ultimately have to justify it when asked. Mr. Rough believed in this situation

109 it would be easily justified. There is also the disadvantage of not getting all five steps

110 increases when someone starts at step 3 or 4 they would max out quicker.

111

112 Commissioner Hover would like consistency applied when making these determinations and

113 a matrix would help with that.

114

115 A resignation was recently received, so that position will need to be filled too.

116

117 Director Huston suggested some language for the fine section of the WATV rules.

118

119 *Parametrix Contract Supplements*

120 Mr. Rough has been working with Parametrix on the contract renewals. There were no

121 language changes. When the primary contract was signed it was for a 3 year period with the

122 option to extend.

123

124 *Public Works Cash Flow*

125 There have been changes made in the way public works accounts for deposits and verifies

126 receipts, etc..... with spot audits performed of the cash drawers and petty cash drawers.

127 Every audit done (there have been 3) have come back nearly perfect every time. Much of

128 the communication and writing up of polices and communications with staff is going well.

129

130 *Credit Card limits*

131 Because of the over limit fee last week, the department would like to increase the credit limit
132 of the cards. Mr. Rough spoke to the Treasurer and she told them the commissioners would
133 need to authorize. The spending would not increase because of the increased limit.
134 Engineer Thomson explained the lag time in payments takes about 4-weeks but purchases
135 are needed before the payment is processed so essentially if the limit was increased they
136 could avoid over limits while waiting for payment.

137

138 Commissioner Hover explained the Treasurer is going to check into some options that might
139 help the situation which may allow us to establish a revolving fund. The commissioners will
140 also require each department to print their statements via online rather than waiting for them
141 in the mail.

142

143 *SW Emergency Petty Cash*

144 Mr. Rough explained smaller bills are needed for the drawer. Another petty cash fund could
145 be created, or redefine the petty cash they already have and turn the emergency petty cash
146 as multipurpose. A resolution will be created to do this.

147

148 Paul Parmley was contacted on status of the MOU status. It is still on his boss's desk.

149

150 Engineer Thomson provide his agenda and discussed the items listed there.

151

152 Engineer Thomson gave his maintenance and road conditions report. He noted repairs to
153 be done to Rattlesnake ridge area.

154

155 Bridge sufficiency rating was discussed as was funding available at rating of 50 or 40. He
156 looked at the bridge rating and many are well below 20 with 7 under a sufficiency rating of
157 40. That will need to be brought up.

158 *Levee Meetings*

159 There is a meeting with the city on Friday to figure out roles and identify what easements
160 need to be in place. The Army Corp will design the levee for long term viability.

161

162 Elmer City and Front Street were discussed. There is a small chunk within unincorporated
163 boundaries of the county that the Elmer City would like to annex for municipal purposes.
164 Commissioners Branch and Hover did not have a problem if they did the annexation
165 councilmatic.

166

167 *Gravel Crushing*

168 Gravel crushing project on Baily pit has just started. They are finding rock down several feet
169 then sand. Six test holes were previously dug prior to obtaining the pit, and all were good
170 rock. It will cost around \$30,000-40,000 to complete the crushing over there.

171
172 *CRAB Reporting*
173 CRAB reports are due April 1 and some require board approval and signature. Engineer
174 Thomson described the reports to the board and noted those would be submitted for
175 consent agenda.

176
177 Commissioners adjourned for lunch at 12:00 noon.

178
179 **Citizen Comment Period**

180 Roni Holder-Diefenbach, Ernie Rasmussen

181
182 Roni Holder Deifenbach was invited to discuss with the board Opportunity zone
183 designations. She explained what it is for and how the tribe also has a set of tracts. There
184 are 8 eligible community tracts here that can apply for funding. An official letter is needed
185 for the competitive funding process. A letter is required to be submitted with the application.
186 The ADO decides the set aside opportunity zones. Each community is requesting a support
187 letter from the county for their application.

188
189 There are separate applications but the one EA submits is for the set aside. The competitive
190 application requires five questions be answered with each one requiring about 250-500
191 words. That application along with community support letter is then rated based on
192 responses to the questions.

193
194 Commissioner Hover explained he did not see a reason why the board would not support
195 something like this. Commissioner Branch supports the decision of the executives and he
196 supports the community applications. There will likely be a gleaning of the applications with
197 the best being considered for funding.

198
199 **Motion Set Aside Support Community Opportunity Zones**

200 Commissioner Hover moved to approve the support letter supporting Brewster and Pateros
201 for the set aside for Low-income Community Opportunity Zone for Okanogan County.
202 Motion was seconded, all were in favor, motion carried.

203
204 **Motion Competitive Application Community Opportunity Zones**

205 Commissioner Hover moved to approve the county's support letters for application for
206 competitive funding for the Low-income Community Opportunity Zones in the following
207 cities: Oroville, Tonasket, Omak, Riverside, Conconully, Twisp, and Okanogan. Motion was
208 seconded, all were in favor, motion carried.

209
210 **Motion Competitive Application Community Opportunity Zones –CCT**

211 Commissioner Hover moved to approve the letter of support for Colville Business Council of
212 the Colville Confederated Tribes application of Low-Income Community (LIC) Tracts

213 53019940000 and 53047940100 as their entries into the competitive process for
214 Opportunity Zone designation. Motion was seconded, all were in favor, motion carried.

215

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

217 Commissioner Hover moved to go into executive session at 2:00 p.m. for 30 minutes
218 inviting Tanya Craig and Tiffany Jones to discuss the qualifications of an applicant for public
219 employment. Motion was seconded, all were in favor, motion carried.

220

221 Commissioner Branch exited the session at 2:30 pm to extend 5 minutes.

222

223 Commissioner Branch exited the session at 2:35 pm to extend 10 minutes.

224

225 Executive Session ended at 2:45 pm no decisions were made.

226

227 **Update Human Resources/Risk Management- Debi Hilts, Tanya Craig**

228 Tanya Craig asked the board to go into closed session.

229

230 **Motion Closed Session RCW 42.30.140(4)(a)**

231 Commissioner Hover moved to go into closed session at 3:05 for 15 minutes to discuss with
232 Tanya Craig contract negotiations. Motion was seconded, all were in favor, motion carried. .

233

234 The board exited closed session at 3:20 p.m. no decisions were made.

235

236 **Update –WSU Extension Admin Team-Kayla Wells-Moses and Team**

237 Michael Gaffney, Acting Director of WSU Extension, Todd Murray, Director of Agriculture
238 and Natural Resources Extension Program Unit; Monte Andrews, President of Cattlemen's
239 Association; Dan McCarthy Horticulture Association

240

241 Mr. Gaffney explained there are 39 counties in Washington and WSU has 39 goals.
242 Commissioner Hover explained extension has a long history here due to the agricultural
243 products it is producing. The producers depend on the extension office expertise when they
244 have questions. We have not had a good agent for over 24 years, commented Mr. Andrews.
245 The Commissioners are trying to figure out where to go from here because the directive
246 was given by WSU that if we have an agent we had to pay for the 4H too. He explained the
247 county wants to have a healthy 4H program, but the fund was labeled as a hybrid and
248 appeared not to support that direction. There are many kids here that enjoy 4H and in turn
249 contribute greatly by staying away from drugs and other bad behaviors.

250

251 The move to public works from the courthouse will entail current expense providing for rent
252 for WSU extension in accordance with the 1987 MOU. More money is required to go into
253 the rent if the move is to Public Works. Mr. Gaffney explained overarching goal is to attend
254 to the partnerships. It is an immediate county problem, just as they should have been

255 discussing things like that previously. They are here to talk about the goals as they ought to
256 be and to demonstrate they still wish to participate in the valuable partnerships created, and
257 maintain or enhance WSU presence and admittedly this has not been the case and it
258 affects the partnership .

259
260 Mr. Gaffney further explained the county has their attention and with 3/5th of WSU
261 leadership here today, the hope is to move towards those goals. Commissioner Hover
262 asked how the WSU program will be formed with funds being short at WSU. Mr. Gaffney
263 stated there is funding in place and they are working identifying other changes they can
264 make to the program. Every change whether sought or not provides an opportunity to do it
265 better. A survey was created through Eric Johnson's office and it will be forthcoming and he
266 has asked for extension to follow up with their county commissioners. There are other
267 constituents providing input on opportunities and matching those up with the funding
268 available. He doesn't want to be in a position with poor cash flow in a time when there is
269 need to implement the goals. He appreciated the opportunity to hear what more can be
270 done here. Commissioner Branch explained the county should prioritize our needs so that
271 WSU knows what we need in order to meet the need.

272
273 Commissioner Hover discussed the Okanogan County Extension moving to Public Works.
274 Are we maximizing the amount WSU can give Okanogan County for extension? Mr. Gaffney
275 replied yes. There are some things happening at WSU that may allow him to access the
276 funds. He was trying to get a handle on what that would look like but certainly he would
277 have an answer by July 1 when their new budget begins.

278
279 WSU is looking at other ways to leverage capacity such as looking at regional resources
280 and making them more available. He suspects there is more opportunity there. There is
281 some flexibility to meet the needs as they arise. Mr. Andrews explained an issue the
282 cattlemen are experiencing right now. He has been trying to provide some educational
283 opportunities to the cattlemen and performed some training for them but afterward he
284 received comments from WSU staff on the training he had provided.

285
286 Dan McCarthy would like to see the tree fruit industry partnership with Chelan County
287 extension and he is very pleased with the support received.

288
289 Commissioner Hover explained that on one end of the issues people are satisfied and on
290 the other end people are not. Having the resources available is important, the internet isn't
291 always correct. Mr. Gaffney replied the challenge is coordination, communication and
292 incentives.

293
294 Commissioner Hover stated any funds the county allocates to WSU is taking away funds
295 that would otherwise support county staff or functions.

296

297 Kayla Wells Moses explained she will have an update at the regional and statewide
298 meeting. If WSU gets a ½ time 4H person they will commit to a regional specialist who
299 would then provide support to the 4H coordinator. Ms. Wells-Moses asked if the funds
300 provided for the 4H also included a portion for Master Gardener. A coordinator is required
301 here in order for WSU to train people for Master Gardner. Commissioner Branch explained
302 many are no longer covering urban tree health. If no new interest is realized it affects the
303 program.

304
305 The language will be amended in Appendix A to reflect the contribution and will be
306 resubmitted. The salaries associated with the Appendix A are billed monthly to the county
307 rather than one invoice for lump sum.

308
309 Mr. Andrews commented that way back in the past when the original MOU was approved
310 the Feds were contributing funds towards Extension.

311
312 WSU covers a portion of the salary and benefits of Kayla Wells-Moses. Mr. Todd Murray
313 explained the regional directors are paid entirely by WSU. Operation budgets are provided
314 to the regional specialists which can be used to offset some of the other costs, but those
315 funds were cut at WSU so may not be available for special training or travel costs.

316
317 Mr. Gaffney is actively seeking knowledge from those involved with the extension program.

318
319 **Approve Consent Agenda**
320 Commissioner Hover moved to approve the consent agenda items 1-2. Motion was
321 seconded, all were in favor, motion carried.

- 322
323 1. Approve Commissioners Meeting Minutes of March 5 & 6, 12 & 13, 2018
324 2. Agreement –Homeless Housing Funds-Housing Authority of Okanogan County \$15,935
325 3. Cattle Guard Franchise Renewals: Rowton, CGF #25-98 ~~Tugaw, CGF# 88-73,~~
326 ~~Bullfrog Land Co. CGF# 10-74, Bullfrog Land Co, CGF# 11-74, Gebbers, CGF#~~
327 ~~31-98, Cass Gebbers, CGF# 35-73, Cass Gebbers, CGF# N-215, Fox, CGF# 4-~~
328 ~~97,~~ (note: approved March 6.)

329 **Motion Public Health Voucher**
330 Commissioner moved to approve the Public Health Vouchers in the amount of \$171.92.
331 Warrant numbers as cited on the attached blanket voucher list. Motion was seconded, all
332 were in favor, motion carried.

333
334 **Motion Methow Valley EMS District**
335 Commissioner Hover moved to adjourn as the BOCC and reconvene as the Methow Valley
336 EMS District. Motion was seconded all were in favor, motion carried.

337

338 Commissioner Branch moved to approve the management letter for the Methow EMS
339 District audit covering the period of January 1, 2014 to December 31, 2016. Motion was
340 seconded all were in favor, motion carried.

341
342 Commissioner Branch moved to adjourn as the Methow Valley EMS and Reconvene as the
343 BOCC Motion was seconded all were in favor, motion carried.

344
345 **Motion Oroville Rural EMS District**

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

348
349 Commissioner Hover moved to approve the Oroville Rural EMS District vouchers in the
350 amount of \$9,680. Motion was seconded, all were in favor, motion carried.

351
352 Commissioner Hover moved to adjourn as the Oroville Rural EMS and Reconvene as the
353 BOCC Motion was seconded all were in favor, motion carried.

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

355