

1 **RECORD OF THE PROCEEDINGS**

2
3 **OKANOGAN COUNTY**

4
5 **OCTOBER 30, 2018**
6

7
8 9:00 AM Commissioners' Staff Meeting
9 10:00 AM Update –Human Resources & Risk Management
10 10:30 AM Budget Work Session- Human Resources & Risk Management
11 11:00 AM Update – Public Works
12 1:30 PM Presentations-Potential LTAC Destination Marketing Organizations
13 2:30 PM Citizens Comment Period
14 3:00 PM Budget Work Session Noxious Weed Dept. Anna Lyon
15 3:30 PM Discussion –Courthouse Safe Cracking- Ralla Kyle
16 4:00 PM Public Hearing Supplemental Appropriation Jail
17 4:05 PM Public Hearing Supplemental Appropriation –District Court
18 4:30 PM Approve Consent Agenda
19

20 The Okanogan County Board of Commissioners' met for its regular session on October 30,
21 2018, with Chairman, Commissioner Jim DeTro, Vice Chair Commissioner Chris Branch;
22 Commissioner Andy Hover, Member and Laleña Johns, Clerk of the Board, present.

23
24 George Thornton, member of the public was present.

25
26 **Commissioners' Staff Meeting**

27 Stella Columbia and Director Perry Huston were present.
28

29 There were two boats being stored at the fairgrounds. Both boats were broken into. On
30 one boat, the gas lines were cut and fuel syphoned out and fishing tackle and other
31 items were stolen as well. The Sheriff was called and they investigated. She stated the
32 grounds security cameras will likely need to be upgraded or replaced as they run off a
33 windows 05 program. The cameras do not totally reach the areas that need to be
34 secure. She felt someone knew where to go and what to avoid. Motion sensor lighting,
35 upgraded camera systems, and regular monitoring could be done to avoid any further
36 vandalism. She wasn't sure the vandal accessed the grounds through the front gate, but
37 thought whoever it was knew the grounds well and how to avoid the security system.

38 The Risk Manager was consulted about this situation.
39

40 Commissioner Branch said there is a system that takes a photo and uses a very bright
41 flash type light and audio siren blasts which deters vandals. He thought the neighbors
42 should be aware and be on the lookout for people like this. Commissioner DeTro stated
43 options should be looked into and provided for consideration. Motion sensor lighting,
44 video cameras and upgraded system that provides clear surveillance photos and videos.
45 There are currently 9 cameras positioned around the grounds. Costs for upgrades were
46 discussed. System quality was discussed.
47

48 The Clerk of the Board discussed a request of a citizen she received to metal detect the
49 courthouse and fairgrounds.
50

51 **Motion Clerk of the Board Direction**

52 Commissioner Hover moved to direct the Clerk of the Board to draft an amendment with
53 Conservation District for use of Title III funds not utilized in the contract year which is
54 approximately \$6,000-10,000. Motion was seconded, all were in favor, motion carried.

55
56 Director Huston provided his update. Taber surveyor is working on a legal description,
57 meeting with initiating governments this afternoon, gala turkey feed has been scheduled
58 for the 6th of December.

59
60 **Update –Human Resources & Risk Management**

61 Tanya Craig, Debi Hilts, Leah McCormack

62
63 Ms. Hilts updated the board on Civil Service. She received the letter from the Chairman
64 to request an appointment letter to appoint Celeste Pugsley to fill the expired term of
65 Ada Ward. (attached) To clarify, two of the Civil Service commissioners' were of
66 separate political parties per RCW 41.14.30.

67
68 **Motion Civil Service Appointment Direction**

69 Commissioner Branch moved to approve the appointment of Celeste Pugsley to the Civil
70 Service Commission. Motion was seconded, all were in favor, motion carried.

71
72 Ms. Hilts explained training will occur so Civil Service has a full roster at the beginning of
73 the year.

74
75 Terminating PEBB insurance and going with Premera insurance is dependent on
76 whether or not the Union employees agree to switch to Premera. It was mentioned by
77 the Treasurer that she heard union employees indicated their preference to stay with
78 PEBB. November 15 is open enrollment. No official proposal was issued for
79 consideration it was more that the county was looking at options and wanted feedback.

80
81 Self-Insurance options will be discussed at a later date that would include more solid
82 data. Commissioner Hover would like ditch the switch option to Premera and investigate
83 the Self-Insurance option for next year.

84
85 Ms. Craig explained a meeting this afternoon between Public Works, Public Works
86 Finance and Solid Waste would be to discuss and work out the financial needs.

87
88 Ms. Craig explained circumstances around claims and lawsuits she is dealing with and
89 what might be an expected outcome and how the county would proceed.

90
91 She is also dealing with an ongoing ADA request for accommodation. The organizational
92 chart has not been adopted at this time. What is the timeline for adopting it? Adopt as is
93 the organization exists today was suggested by the commissioners'. Ms. Craig was
94 asked to draft the resolution for consideration.

95
96 Has the personnel manual been reviewed? Yes, but not much discussion has happened.
97 Ms. Craig was hoping the commissioners' would preview prior to sitting down to discuss.
98 It has not been fully updated since the 1990's and too many changes since then that
99 have not been incorporated. Commissioner Branch asked when the discussion would
100 happen. Ms. Craig stated there is also the administrative manual draft to be considered.

101

102 Commissioner Branch asked if other departments should also be allowed to preview.
103 Ms. Craig stated there was no wiggle room because it mostly deals with state laws
104 which cannot be changed. Commissioner Branch would like to allow the department
105 heads to review and offer comments prior to commissioners' approval.

106

107 **Budget Work Session- Human Resources & Risk Management**

108 Cari Hall, Leah McCormack, Tanya Craig, Member of the public George Thornton

109

110 The commissioners' reviewed fund 001.007 and made adjustments to their advertising,
111 travel, and misc line items.

112

113 Ms. Craig is not going to the LERA conference in 2019. Office supplies and postage
114 expenses are purchased from the commissioners' budget as a departmental expense.
115 MS. Hall explained she invoices and pays Shoretell telephone costs from the
116 commissioners' budget.

117

118 **Update – Public Works**

119 Engineer Josh Thomson and Admin Officer Ben Rough and Kent Kovalenko

120

121 Commissioners' discussed their cell phone use and phone preferences. Engineer
122 Thomson explained all the area supervisors would prefer to be able to use their personal
123 cell phone and county stipend but the policy would need to be amended to adjust the
124 data allowance. Technology is here so our policies should address. The issue of texting
125 was also discussed as another area where policies and procedures should enable staff
126 and officials to utilize current technology in communications.

127

128 Commissioner DeTro asked about the Bonaparte Meadows Ranch Association up
129 Summer Road, because they have a home owners association that pays to plow the
130 road. They believe they plow a mile of county road and would like the county to plow up
131 to where the private property starts so the association doesn't have to pay to plow the
132 mile of county road. Engineer Thompson stated there was plow policy adopted by
133 another county commission which the department follows. Would the board would like to
134 consider amending the plowing policy? Commissioner Hover commented that he also
135 has had requests like this, the commissioners' should look at each individual situation
136 and consider it rather than setting a precedence. Engineer Thomson thought it would
137 generate a lot of requests.

138

139 Josh Thomson provided his agenda and discussed the items listed there.

140

141 *Maintenance and Road Conditions*

142 Engineer Thomson provided his report.

143

144 **Motion RATA Contract-Statler Bridge Emergency Replacement**

145 Commissioner Branch moved to approve the RATA contract No. 2418-01 with the State
146 of Washington County Road Administration Board and authorized the chairman to sign.
147 Motion was seconded, all were in favor, and motion was carried.

148

149 Engineer Thomson asked if the board had any question about items listed on the
150 consent agenda. Mr. Kovalenko explained the purchase order for the Landfill Compactor
151 was for a large compactor. The old compactor will be kept as a backup.

152

153 Ben Rough provided his agenda and discussed the items listed there.
154

155 Commissioner Hover discussed the Apple Maggot Quarantine because a business
156 owner was frustrated about how the county has handled the situation. But another
157 citizen said they were very willing to separate and comply with the requirement. Mr.
158 Rough said many conversations have occurred departmentally and with Dept. of
159 Agriculture. Green waste is different than food waste from restaurants and is a big deal.
160 Mr. Kovalenko explained some funds that would help with the waste acceptance and
161 education process for the businesses. The literature for the public is different from the
162 literature for businesses. Any purchased commercial vegetables are okay and do not
163 need to be separated. Mr. Kovalenko described how the green waste would be handled
164 and what process would be applied to ensure proper temperature. On average they
165 receive around 9 bins per week so a huge steam plant would be needed and we would
166 not have the space at the existing location. There would be odor and perhaps leachate
167 challenges involved in the steam process. Commissioner Branch expressed his concern
168 that the taxpayers and private business sector were bearing the financial burden to
169 control an agricultural pest.
170

171 *CCT Hauling Data*

172 A spreadsheet was provided that showed data for the CCT haul for July through
173 September. It included information from on tonnage brought to the Ferry County Keller
174 Transfer Station by CCT. The off set for the transfer station will derive some savings.
175 The proposed changes to the tipping fees was provided by Mr. Kovalenko. (attached
176

177 Commissioner DeTro left the meeting at 11:55 a.m.
178

179 **Motion Tipping Fees**

180 Commissioner Hover moved to increase the Solid Waste tipping fees to \$81.50 effective
181 January 1, 2019. Motion was seconded, both commissioners' voted nay, motion died.
182 Commissioner Branch asked that the information regarding the tipping fee effective date
183 and what notifications are needed prior to becoming effective. Commissioner Branch
184 asked for an agenda bill that outlined the issues.
185

186 Commissioner Branch asked that the conditional use permit issue be discussed with
187 Stan at the Barnholt Loop association to see how feel about it, because that would also
188 need to be amended.
189

190 A request was received from Public Health to negotiate a lower utility charge. Public
191 Health is currently charged around \$1632 per month in addition to utilities. Mr. Rough
192 explained he did get some complaints from employees about the temperature, but they
193 sit near the windows. Commissioners' would like to see some of the needed upgrades to
194 be considered.
195

196 **Presentations-Potential LTAC Destination Marketing Organizations**

197 Carolyn Davis, OCTC; Jen Tate, OCTC; Terri Leap, OCTC; Arnie Marchand, LTAC; and
198 Steve Devin, LTAC were present.
199

200 The county published an RFQ in the Methow Valley Newspaper, Oroville Gazette
201 Tribune, Spokesman Review, Wenatchee World, and Tri City Herald with a
202 deadline of October 12 for the provision of Destination Marketing Organization

203 designation three year contract. One proposal was received from Okanogan County
204 Tourism Council. Okanogan County Tourism Council has been the county's marketing
205 organization for twenty years.

206
207 Ms. Leap introduced the OCTC application proposal for Destination Marketing
208 Organizations.

209
210 Ms. Leap explained OCTC membership was arranged so two members represent each
211 of the regions in the county. There are also membership representing the tribe on the
212 board. They employ/contract for office staff through Economic Alliance and contract with
213 Earth and Sky's Studios for marketing media. Ms. Tate was introduced.

214
215 Ms. Tate presented the 2019 plan. The presentation was built around what they have
216 been doing with a few new initiatives. She highlighted that Okanogan was highlighted as
217 the top travel pick for the Northwest Travel Life magazines.

218
219 One key regular pieces is guides and maps. They started the Ag guide and plan to finish
220 it for next year. Membership listings have been created. The fishing guide was
221 completed this year, with the Fishin' Magician info compiled and distributed. Those won't
222 need to be reprinted.

223
224 The Hiking guide, 2016, was updated with focus on the North County to be printed in the
225 first quarter of next year with the new hikes. The Okanogan Country maps pamphlet is
226 slated to be updated as well. The tear away recreational maps help to capture one part
227 of the county but allows folks to see other activities in our very large county.

228
229 Partner Maps was discussed as a way to explore the landscape of burned areas with the
230 map showing points of interest on Okanogan County fires.

231
232 Seattle Times Articles were shown on the screen showing the most recent article had
233 information about our ghost towns, cider, roasters and breweries were highlighted in the
234 article. This year five promotional packages were done with Sun Mountain Lodge being
235 highlighted for the current season. Email addresses are being captured for the mailing
236 lists and many memberships generated. The Vacation Package Giveaways includes five
237 packages to stay, includes eight partners, includes five events and there were a total of
238 798 entries. It isn't just let's win something. They get a tangible connection to the things
239 being promoted.

240
241 Bird Watching and Butterfly Watching guide is being created next.

242
243 The 2019 goals overview was discussed. Increasing heads in beds, tourism dollars from
244 lodging, new website content, maintain master calendar, vic training annually, select
245 print ads, partnerships, hike of the week, remaining kiosks for vices, off season
246 marketing, new photography, new videography. There has been a huge response
247 regarding the Hiking guide and is hugely popular.

248
249 One thing identified was to wrap the marketing plan around the core things that people
250 will drive four or five hours to come here. The secondary things are things that would
251 keep them here or bring them back to explore more. Outdoor recreation such as trail
252 based, non-motorized, and trails based recreation motorized, plus hunting and fishing
253 plus more.

254 Supporting clusters are additional experiences and events and place to visit. Key
255 projects were discussed. A video was shown encouraging visitors to enter to win one of
256 the five packages. 15 second videos were shown of the various seasonal highlights. The
257 fall TV commercial is playing in the greater Seattle area Apex media and plays are
258 various channel ads but there is a long list of programs. She discussed the times those
259 ads would play. Ms. Davis stated they do provide the list of times the ads played with the
260 bill.

261
262 As marketing becomes digitally focused it is more difficult to calculate ROI, so the print
263 ads are limited to only targeted areas such as Route 97, Scenic Washington, Adventure
264 Outdoors and Cascade Loop.

265
266 Social media posts were shown as people are appreciating our authentic imaging and
267 branding and messaging and commenting on photos.

268
269 Annual VIC training and thank you was discussed and is held in April or May. Key
270 partners were shown Route 97, State Tourism, Cascade Loop, Methow Trails, and
271 regional VICs Forest Service.

272
273 New initiatives for 2019 were shown. The biggest one is to work with the commissioners'
274 and LTAC and OTAC to work on the destination master plan to identify where additional
275 visionary work is needed to create a very strong tourism product for the county. That is
276 the big initiative for next year. The other ongoing things are to formalize the vacation
277 giveaway program will be expanded, promoted, and formalized. More participation from
278 the partners to be profiled all over the place has gotten good receptions.

279
280 Another focus area is the high quality specific content and work on pushing that out
281 working with the partners who would then push out on their platform and feature the
282 different places and getting that content out there across the partnerships. The same
283 thing for the video highlights such as the steel structure art.

284
285 How will results be measured? Ms. Tate stated the lodging tax revenue numbers and
286 key metrics for analyzing that data is used and they can extrapolate the numbers to tell.
287 How many visitors come, how long they stay and other key measurements?

288
289 She discussed the website requests, phone requests, opt-ins, and partner request
290 responses that are tracked. Google analytics sever side stats, and social media insights
291 were shown.

292
293 Ms. Tate explained how the how the numbers are calculated and the more information
294 centers that track the better. There is a form provided to the VICs for them to send
295 OCTC the information. This information helps us demonstrate how successful the
296 lodging tax dollars are to increasing the economy.

297
298 The VIC contract language could include the requirement to share their data so OCTC
299 info is more accurate and comprehensive.

300
301 Ms. Tate discussed drawings that OCTC will participate in that would be a random
302 drawings for free advertising at SeaTac.

303
304 More videography more media.

305 What is the goal for distribution of the guides? Each has its own purpose and each
306 speaks to a specific region of the county and are distributed around the county to hotels
307 and motels and businesses. Ms. Tate said OCTC is working on finding partners that
308 could help with distribution to ensure the guides are available to everyone. It has been
309 very difficult to find people to distribute in all areas. Partners in every town who would be
310 willing to keep a few boxes and then OCTC would be able to tell where the guides are
311 available.

312
313 Commissioner DeTro asked if Spokane Airport had guides like in the past. Ms. Tate said
314 no, they are focused on SeaTac. The big pillars advertised there must be compelling
315 enough to capture folks getting off the airplane to come here. The commissioners'
316 suggested the Omak Airport have some guides in the pilots lounge.

317
318 Trade show costs were found to be not eligible for reimbursement when it was found a
319 previous applicant was also going on vacation but charging the costs to LTAC. The
320 Board and LTAC at the time did not feel the expense was appropriate.

321
322 Steve Devin said he asked the Department of Revenue for data showing regional
323 lodging tax collections but that has not been done yet. Ms. Davis said information she
324 used for her spreadsheet was gathered from the Department of Revenues website, but it
325 is VERY difficult to find.

326
327 **Motion**
328 Commissioner Branch directed staff to draft a resolution to reflect approval of Joan
329 Mason to return for one week to cover for staff who will be out of the office for training.
330 Motion was seconded, all were in favor, motion carried.

331
332 **Citizens Comment Period**
333 No citizens were present who wished to comment.

334
335 Commissioner Hover left the commissioners' meeting to attend the Public Health budget
336 meeting at 2:00 p.m.

337
338 **Budget Work Session Noxious Weed Dept. Anna Lyon**
339 Cari Hall, Leah McCormack, Anna Lyon, Laurie Thomas, Janet Nelson, member of the
340 public George Thornton

341
342 The group reviewed the Noxious Weed budget. Weed control services line was adjusted
343 to include \$3000 in case revenue is received for that service. Small tools and minor
344 equipment line includes upgrades to gps units and laptops because they are obsolete
345 and on their last legs. She was hoping to purchase technology upgrades to those units in
346 2019. The professional services line would support a contracted person to support the
347 aquatic program. The department budgeted for an additional vehicle as well. Ms. Lyon
348 discussed the training and traveling planned in 2019. She explained the training is not
349 required but it does provide needed training to new employees on tasks that need to be
350 consistently performed the same way.

351
352 Field season starts earlier and goes later, then if there is a fire, things change even
353 more. She hopes to hire sooner and keep people longer if she can.

354
355

356 **Discussion –Courthouse Safe Cracking- Rolla Kyle Kennison**

357 Commissioner Branch discussed what he recently learned about Mr. Kennison on his
358 safe cracking abilities. Commissioner thought it was an amazing story and Ted Murray
359 provided him with some history about the courthouse historical safe that was cracked by
360 Mr. Kyle. It was an historic event that should be acknowledged.

361
362 Commissioner Branch moved to authorize the certificate of appreciation recognizing Mr.
363 Kyle cracking the Courthouse Safe. Motion was seconded, all were in favor, motion
364 carried.

365
366 The safe was a purchased in 1888 MacNeale & Urban from Wilshire Safe and Scale
367 Company. Mr. Kennison provided the combination of the safe to Commissioner DeTro.
368 Commissioner DeTro provided the combination to the Clerk of the Board for safe
369 keeping.

370
371 Commissioner Hover returned to commissioners' meeting at about 3:50 p.m.

372
373 **Public Hearing Supplemental Appropriation Jail**

374 Commissioner DeTro opened up the hearing asked for public comment, seeing no one
375 who wished to comment, he closed public comment and opened up to staff. No staff
376 were present to comment, Commissioner DeTro opened up to Commissioner
377 discussion.

378
379 There were some questions about the Jail bottom line and the need for the
380 supplemental.

381
382 Commissioner Hover moved to continue the hearing to 4:25 p.m. Motion was seconded,
383 all were in favor, motion carried.

384
385 Cari Hall was reached on the phone to answer questions about the supplemental. She
386 stated the projection is that the Jail will be over their bottom line before the end of the
387 year so this supplemental was prepared in anticipation of that. Commissioner Hover said
388 with overtime do you take into account. Ms. Hall stated the department decides where
389 the supplemental funds goes within their budget. Noah told Ms. Hall that because of the
390 holiday season he recommended additional overtime rather than funds to jail food or
391 other lines that are over.

392
393 Commission Hover stated if there is full staffing so we can better track the overtime used
394 over years past to see if overtime is being managed accordingly. Cari said the chief told
395 her he was sure we would receive \$114,000 for board and room governmental services.
396 Commissioner Hover explained he would prefer funds be allocated to the medical
397 services line item because he would like to be able to compare actual overtime costs
398 with original budget without amending the budget.

399
400 **Motion Resolution 111-2018 Supplemental Appropriation Jail**

401 Commissioner Hover moved to approve resolution 111-2018 a supplemental within the
402 Jail budget in the amount of \$121,000. Motion was seconded all were in favor, motion
403 carried.

404
405
406

407 **Public Hearing Supplemental Appropriation –District Court**
408 Commissioner DeTro opened up the hearing asked for public comment, seeing no one
409 who wished to comment, he closed public comment and opened up to staff. No staff
410 were present to comment, Commissioner DeTro opened up to Commissioner
411 discussion.

412
413 **Motion Resolution 112-2018 Supplemental Appropriation District Court**
414 Commissioner Branch moved to approve resolution 112-2018 a supplemental
415 appropriation in the amount of \$1570. Motion was seconded, all were in favor, motion
416 carried.

417
418 **Approve Consent Agenda**
419 Commissioner Branch moved to approve the consent agenda items 1-8 as presented.
420 Motion seconded, all were in favor, motion was carried

- 421 1. Commissioners' Proceedings October 15, 16, and October 22 & 23, 2018
- 422 2. Award Recommendation 2019 Lodging Tax Applicant Allocations
- 423 3. WSLCB Letter of Non-Objection Special Occasion Liquor License-Around the World
- 424 in a Soup Bowl
- 425 4. Purchase Order & Trade-in -Lawn Vacuum LLV324060- Courthouse Maintenance
- 426 5. Purchase Approval-Landfill Compactor-NC Machinery
- 427 6. Cattle Guard Franchise Relinquishment-#76-73-Albert Wilson
- 428 7. Resolution 110-2018 Annual Road Construction Program for 2019
- 429 8. Resolution 113-2018 Budget Amendment CTJA Fund 160 –Maintenance Costs

430
431
432 **Motion Letter of Support Wildlife Corridor**
433 Commissioner Branch moved to approve a letter in support of Okanogan Trails Chapter of the
434 Mule Deer Foundation and partners in support of a wildlife crossing. Motion was seconded, all
435 were in favor, motion carried.

436
437 The board adjourned at 5:00 p.m.
438