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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

SEPTEMBER 11, 2018

9:00 AM Commissioners' Staff Meeting
10:00 AM Update – Human Resources / Risk Management – Tanya Craig and/or Debi Hilts
10:30 AM Update –County Auditor-Laurie Thomas
11:00 AM Update – Public Works – Josh Thomson & Ben Rough
1:30 PM Board of Health 1234 S. 2nd Ave, Okanogan County
3:00 PM Public Hearing Supplemental Appropriation-Jail \$26,500
3:10 PM Public Hearing Supplemental Appropriation –Treasurer \$16,600
3:15 PM Discussion-AFLAC Update Alicia Connell & Pam
4:00 PM Discussion-Assessor's Office Staffing Request-Larry Gilman & Dee Wood
4:30 PM Approve Consent Agenda

19 The Okanogan County Board of Commissioners met for its regular session on September
20 11, 2018, with Chairman, Commissioner Jim DeTro, Vice-Chairman Commissioner Chris
21 Branch, Commissioner Andy Hover, Member and Laleña Johns, Clerk of the Board,
22 present.

23
24 Commissioner Hover will be in later this morning due to attending the fire meeting in his
25 district.

26
27 **Commissioners' Staff Meeting**

28 David Gecas, Stella Columbia, Joe Poulin and Perry Huston were present.

29
30 Attorney David Gecas updated the board on work he is doing. He is dealing with public
31 records requests, which have taken a significant amount of his time.

32
33 Stella Columbia updated the board on the fairgrounds. She thought it would be a good
34 idea to meet with the FAC to discuss what worked well and what could work better next
35 year. The annex is getting put back together for another event. Commissioner DeTro
36 said he received a complaint about the gate location, but it was the only comment he
37 received. Ms. Columbia explained she received several complaints about there not
38 being a carnival. She said the carnival does draw people in even if they are not
39 attending the Fair. People can see the carnival lights from the road and will attend the
40 fair just for that. She felt it would be worth it to have a carnival next year.

41
42 Joe Poulin provided his maintenance update. He explained there are no grey water
43 drains at the fairgrounds for the animal washing stations. He said he was so busy
44 working the fair he did not have time to enjoy it. Ms. Columbia said next time she would
45 like to hire someone to clean the food court and clean up all the garbage at the end of
46 the day. It was in terrible shape once all the evening entertainment was finished. Mr.
47 Poulin stated the fair gates were left open at night, so people just walked in, which may
48 have contributed to the amount of garbage at end of the night that needed to be cleaned
49 up before fair started the next day.

50

51 Ms. Columbia explained she is receiving requests for RV and boat storage.
52 Commissioner Branch said if we do provide the service he does not want to undermine
53 other private storage facilities by charging less.

54
55 Mr. Poulin explained that next year the temp employees will need to know how to
56 operate the equipment so there are enough operators for the various areas that need a
57 tractor. Mr. Poulin said he was not privy to the race schedule ahead of time to know
58 when the track needed to be worked. He suggested some plants and shrubbery be
59 planted at the entryway at the main gate to make it more obvious and inviting. Installing
60 a French drain along the walkway would drain water away from the gate and prevent
61 water puddling there. He would like to provide a kiosk at the main gate that shows fair
62 activity schedules and the entertainment calendar that is visible outside the gates. He
63 thought installing a fish pond and stocking it with fish that kids could fish for was a good
64 idea.

65
66 Director Huston reminded the board that he previously sent his draft staff report for the
67 OCC 17A.220 and 17A.290 Interim Controls public hearing regarding Cannabis
68 Operations. He stated he received a complaint about how the work of the Marijuana
69 Advisory Committee was not taken into account. He said he did attempt to reach out to
70 the person who relayed the complaint but was not able to reach her.

71
72 The Clerk of the Board asked and received direction on the following items:
73

- 74 • Cancellation of Outstanding Treasurer's Warrants-Draft Resolution
- 75 • Quotes for installation of Probation area reception window-go with lowest quote
76 submitted by Discount Glass at \$1568.90. D&R Glass Works quote was higher at
77 \$3783.50
- 78 • Asked for clarification on RFP draft submitted by OCCAC for Affordable Housing
79 Funds Project administration which was actually to be administered by the county
80 not OCCAC. Commissioners directed that the RFP process be led by Okanogan
81 County rather than Okanogan County Community Action.

82
83 **Motion Low Quote-Probation Window**
84 Commissioner Branch moved to award the quote for the installation of the probation
85 window to the lowest bidder of \$1,568.90 of Discount Glass & Rosser's Construction.
86 Motion was seconded, all were in favor, motion carried.

87
88 **Update – Human Resources / Risk Management –Debi Hilts**
89 Ms. Hilts provided her staff report update. She said Ms. Craig was absent today due to
90 attending training, Verbal Swat at fairgrounds Annex.

91
92 Ms. Hilts will be attending the Civil Service conference to receive training offered there.
93 She mentioned the invite to the Job Fair and thought law enforcement recruitments
94 would be beneficial for the county to participate. She did reach out to the Sheriff's office
95 to see if they wish to participate in recruitments. The event is 7:30 a.m. to noon at the
96 Agriplex on October 17, 2018.

97 Ms. Hilts updated the board on recruitments and which positions have been filled and
98 which still need to be filled.

99

100 **Motion Treasurer’s Outstanding Warrant Cancellation**

101 Commissioner Branch moved to direct the Clerk of the Board to draft a resolution to
102 cancel the list of outstanding warrants the Treasurer listed. Motion was seconded, all
103 were in favor, motion carried.

104

105 Commissioner Hover arrived at 10:30 a.m. after attending

106

107 **Update –County Auditor-Laurie Thomas**

108 Auditor Laurie Thomas explained things are going well in her office. The new elections
109 equipment has arrived and staff is training to use it. There have been no issues so far.
110 She is short staffed again this week due to staff training in Tri-cities for continuing
111 education for certification. The new Recorder employee is doing an excellent job.

112

113 Ms. Thomas explained some wage disparity concerns with positions set at grade 11 and
114 other department employees who are paid more to do essentially the same level of
115 work. She would like to see positions cross trained in her office so employees can fill in
116 for absent employees but the union has some concern. Commissioner Hover stated he
117 would speak to Ms. Craig on this issue to see if something can be done. Auditor
118 Thomas stated employees like cross training so they are able to help where needed.

119

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

121

122 Engineer Thomson provided his staff report and discussed the topics listed there.

123

124 *Maintenance Road Conditions*

125 Engineer Thomas provided the road maintenance update.

126

127 *Crescent Mt. Fire*

128 Engineer Thomas submitted a map to show the various burned areas where county
129 infrastructure was impacted. The map showed locations of bridges and culverts that
130 need repair. (attached)

131

132 The Bahr project is underway.

133

134 *Twisp/Methow River Erosion Meeting*

135 Twisp posted the meeting as a consultant has been studying the dynamics of the river
136 in that area. The river meanders and there is an immediate need for the church to
137 relocate. The meeting included discussion of options and who will be taking it on, as
138 well as discussion about permitting.

139

140 *Peter Dan Rd Slide Repairs*

141 Information about the project will be put together to address some questions received
142 about the project and traffic impacts.

143 Guard rail project is advertised with bid opening happening in a couple weeks.
144
145 Hwy 7 guard rail still needs to be put in.
146
147 *Roadside fixed Objects project*
148 There is a certain amount of money to address issues but exact details are not drafted
149 yet.
150
151 Omak-Riverside Project was discussed and slated for 2020.
152
153 The Verestar project documents will be forth coming for commissioners' signature.
154
155 The Cameron Lakes road project is slated for 2021-2022 for federal funds. Engineer
156 Thomson explained the federal process for funding and what that entails.
157
158 The next accounts payable is going to be about \$2.8 million for Public Works due to
159 several projects hitting at once. Engineer Thomson explained what was purchased.
160 Over \$300,000 is to purchase the ER&R trucks.
161
162 Ben Rough provided his staff report and discussed the items listed there.
163
164 Ben Rough asked about the process for approval of a position that he had previously
165 asked about a part-time Financial Technician. He recommended the commissioners be
166 consistent with position requests. He was unaware that resolutions were needed to
167 memorialize certain commissioner approvals where positions were discussed. He stated
168 the board has been inconsistent over the years where this issue is concerned. He
169 explained new positions where other departments do resolution for those, but he has
170 not. Commissioner Hover went through the different scenarios that would result in a
171 resolution. The Clerk of the Board explained how new positions are handled and when a
172 resolution would be drafted.
173
174 Mr. Rough discussed the differences in Public Works BARS codes where employees
175 are paid from. A lot of times a supplemental is not needed as long as the cost is within
176 the approved budget. Commissioner Branch stated if policy addresses how this is to be
177 done then that should be followed. The fiscal policy should provide guidance and
178 procedure on the steps involved for approval. Mr. Rough stated this is not addressed in
179 policy. Commissioner Hover explained when an employee leaves a position that has
180 been already authorized and budgeted for then the department can just fill the position.
181 For temp positions that do not change the budget or anything additionally requested
182 then the department would hire. If anything changes then a discussion with the
183 commissioners would happen and they would direct that a resolution be drafted to
184 memorialize the change.
185
186 Public Works budget has several salary and benefits lines in different sections where all
187 employees are paid depending on the work activities performed.
188

189 There is a concern about Public Works organizational chart that the Risk Manager Craig
190 discussed. Mr. Rough explained another financial person is needed at Public Works.
191 The job is an existing job description. Right now there are two that perform all the
192 financial work for Public Works and Solid Waste. He requested the Part-time Financial
193 Tech be hired to address the peak workloads and vacations and the main reason for the
194 position. He does not believe a full-time person is needed. He provided the cost
195 analysis. (attached) He requested the position be authorized at .75 FTE as the
196 compensation per month is \$1192.69 versus .5 FTE which would be only \$419.46 per
197 month which may not be worth it for most applicants.

198
199 Commissioner Branch reminded the board that agenda bills can also be used to act
200 upon. He suggested that action items be listed on Dept. agendas to make the board
201 aware of the requested action.

202
203 Mr. Rough continued to update the board on open position statuses.

204
205 Mr. Rough explained a meeting on the Apple Maggot happened that Kent Kovalenko
206 and Dan McCarthy attended. There were many questions that came up. The DOA is still
207 inconsistent with their rules, and they told people they could put food in a black bag for
208 several hours before throwing away and that statement is inconsistent with what DOA
209 has been telling us. Tomorrow he will go look at Winthrop shop to identify if green waste
210 can be stock piled there to circulate in order to burn it and could be an option for us.

211
212 Some dates have been scheduled in Puyallup for the testing of the treatments.

213
214 Mr. Rough explained the Solid Waste Woodstove Program will hold some events to
215 swap out stoves via certificate or a stove it is not clear yet.

216
217 Overtime Reports were used to track time associated with snow plowing. Engineer
218 Thomson replied that Commissioner Kennedy had actually wanted the information.
219 Does this board wish to continue receiving the overtime reports? Commissioner Branch
220 said that it wasn't necessary to him as he expected department heads to manage
221 efficiently. He felt that if overtime was a problem it would become apparent but did not
222 want to increase workload if he trusted supervisors to control costs. Commissioner
223 Hover said employees be used efficiently and if overtime is being used because other
224 things are not running efficiently. His hope is that Public Works is managing the use of
225 employees in the most efficient manner and that commissioners would not need to be
226 involved. Consistent amounts of overtime would show the board that perhaps a situation
227 be reviewed.

228
229 **Board of Health 1234 S. 2nd Ave, Okanogan County**

230 Commissioners attended the board of health meeting.

231
232 **Public Hearing Supplemental Appropriation-Jail \$26,500**

233 Commissioner DeTro opened up the hearing to staff, seeing no staff; he opened up to
234 the public seeing no public he opened up to commissioners' discussion.

235 **Motion Resolution 91-2018 Supplemental Appropriation-Jail**
236 Commissioner Branch moved to approve resolution 91-2018 a supplemental
237 appropriation within Jail Current Expense in the amount of \$26,500. Motion was
238 seconded, all were in favor, motion carried.

239
240 **Public Hearing Supplemental Appropriation –Treasurer \$16,600**
241 Commissioner DeTro opened up the hearing to staff, seeing no staff, he opened up to
242 the public seeing no public he opened up to commissioners’ discussion.

243
244 **Motion Resolution 92-2018 Supplemental Appropriation –Treasurer \$16,600**
245 Commissioner Hover moved to approve resolution 92-2018 a supplemental
246 appropriation within Treasurer Current Expense in the amount of \$16,600. Motion was
247 seconded, all were in favor, motion carried.

248
249 **Motion Dept. of Veterans Affairs (DVA) Contract Amendment**
250 Commissioner Branch moved to approve the State of Washington Department of
251 Veterans Affairs Amendment No. 2 to DVA contract No. 305E-15-114 and authorized
252 the chairman to sign. Motion was seconded, all were in favor, motion carried.

253
254 **Motion Elevator Repair Proposal VG Elevator No. 476107**
255 Commissioner moved to approve the proposal of Otis for elevator repairs to repair
256 rupture valve test proposal number DXE180911163541 in the amount of \$6,300 and
257 authorized the chairman to sign. Motion was seconded, all were in favor, motion carried.

258
259 **Motion Letter Regional Forester Casamassa Invitation**
260 Commissioner Hover moved to approve the letter to Mr. Glenn Casamassa the Pacific
261 Northwest Regional Forester. Motion was seconded, all were in favor, motion carried.

262
263 **Motion Letter Methow Valley District Ranger-Chris Furr**
264 Commissioner Hover moved to approve the letter to Methow Valley District Ranger
265 Chris Furr regarding an invitation to meet. Motion was seconded, all were in favor,
266 motion carried.

267
268 **Motion Letter Forest Supervisor Mike Williams**
269 Commissioner Hover moved to approve the letter to Okanogan-Wenatchee National
270 Forest Supervisor Mike Williams regarding timber salvage. Motion was seconded, all
271 were in favor, motion carried.

272
273 **Motion Methow Valley EMS District**
274 Commissioner Hover moved to adjourn as the BOCC and reconvene as the Methow
275 Valley EMS District. Motion was seconded all were in favor, motion carried.

276 Commissioner Branch moved to approve the Voucher certification and authorize the T
277 Methow Valley EMS District vouchers to be paid in the amount of \$56,296.50 for
278 September 2018. Motion was seconded, all were in favor, motion carried.

279

280 Commissioner Hover moved to adjourn as the Methow Valley and Reconvene as the
281 BOCC Motion was seconded all were in favor, motion carried.

282

283 **Discussion-AFLAC Update Alicia Connell & Pam**

284 Sandy Lotus AFLAC

285

286 Ms. Connell introduced herself and explained she will be the new AFLAC representative
287 as Pam is retiring after 18 years with AFLAC.

288

289 Ms. Lotus provided an overview of the last 30 years serving Okanogan County. There
290 are 74 policies in place with the great part being no increases. They do offer services
291 free of charge which will save employees around 22% towards premiums because it is
292 taken out of the paycheck. She is looking at a new plan design and opportunities for
293 Okanogan County because Okanogan County is eligible to go with a group plan
294 because we have over 100 employees. There are no age restrictions when benefits are
295 supplied to a group and no limit. Portability was discussed. When AFLAC files a claim
296 rates do not go up. Leading insurance in USA and Japan and one reason they do not
297 have to raise the rates each year like other plans. They feel good about that! The
298 product design package was provided to the board with the different options and rates.
299 We are allowed to pick and choose since we are a public sector and have over 100
300 employees. The enrollment platform was discussed. AFLAC provides benefit
301 administration free of charge and is able to put all benefits together to be viewed in one
302 place.

303

304 Ms. Connell is the representative for Okanogan County and has an office here and can
305 help individuals enroll. She provides regular benefit administration to the county.
306 Voluntary plans are available to Temporary employees.

307

308 Ms. Hilts stated employees pay \$8.88 on every employee whereas AFLAC would not
309 charge. They do have a true group insurance that can be employee paid county paid or
310 however that is set up. The platform houses everything and can be used free of charge
311 and comes with benefit consultants who help with enrollments.

312

313 The value add side includes two choices is a free flexible spending account that can be
314 used flexibly by the employee. Ms. Hilts stated the Union groups has a savings like that
315 but our non-bargaining doesn't have that.

316

317 **Discussion-Assessor's Office Staffing Request-Scott Furman, Larry Gilman & Dee**
318 **Wood**

319

320 Dee Wood explained she will be retiring December 7th with Jan Million being appointed
321 to the Chief Deputy position at that time. There is some critical levy training Jan will
322 need during this time that must be accurate. Ms. Million will need assistance to ensure
323 accuracy. Assessor Furman requested that Dee Wood be brought back under contract
324 to temporarily help train and process the levy data. She explained she could be
325 available part time to help train for a smooth transition. It was thought that 60 hours

326 would be sufficient for the training. A contract would be generated to memorialize the
327 details.

328
329 Mr. Gilman explained January is when all the work must be completed and it is critical
330 work that other counties and other departments depend on and must be accurate.

331
332 Scott Furman will work with Human Resources to draft the document and discuss the
333 details for the overlap training.

334
335 Much of the furniture in the assessor's office belongs to Scott Furman, but Mr. Gilman
336 would like the department to purchase the solid wood conference table and six chairs
337 for \$500, that way new furniture would not need to be purchased.

338
339 **Approve Consent Agenda**

340 Commissioner Hover moved to approve the consent agenda items as presented.

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

- 342 1. Commissioners Proceedings Aug 27 & 28 and September 4, 2018
343 2. Letter of Support-Winthrop's Open Space Park Project Proposal
344 3. Request for Reimbursement A19 CDBG Economic Opportunity Grant-Fire District #15
345 4. Request for Reimbursement-CDBG Housing Rehab Grant Request #15
346 5. Interlocal Agreement –Building Inspection Services-Town of Riverside
347 6. Interlocal Agreement –Building Inspection Services-City of Pateros
348 7. Interlocal Agreement –Building Inspection Services-City of Brewster

349
350 The board adjourned at 5:00 p.m.
351