

**Board of Okanogan County Commissioners  
(BOCC)  
January 7, 2020**

Jim Detro – JD (BOCC)  
Chris Branch – CB (BOCC)  
Andy Hover – AH (BOCC)  
Josh Thomson – JT (Public Works)  
Joe Poulin – JP (Maintenance & Fair Grds)  
Angie Hubbard – AHu (Interim Planning)  
Laleña Johns – LJ (BOCC Clerk)  
Kelly (BOC Asst. Clerk)  
David Gechas – DG (Civil Att.)  
Tanya Craig – TC (Risk Manager)  
Shelly Keitzman SK (HR)  
Leah McCormick – LM (Treasurer)  
Cari Hall – CH (Auditor)

Lisa Schreckengost – LS (Deputy Auditor)  
Kelly – (Interim Fair Events)  
Maurice Goodall – MG (Emergency Mgmt)  
Mike Worden – MW (Dispatch, Sheriff's)  
Dan Higbee – DH (Building)  
George Thornton – GT (Citizen, County Watch)  
Tony Hawley – TH (Sheriff)  
Karen Beatty – (Central Service)  
Larry Gilman – LG (Assessor)  
Annie Lyons – AL (Noxious Weeds)  
Charlene Groomes - CG (Clerk's Office)  
Susan Speaker - SS (Clerk's Office)  
Arian Noma – AN (Prosecuting Attorney)

*Notes are impressions and interpretations of the note taker. Every attempt is made to assure accuracy. Specific comments by the note taker are in italics and not part of the official record or intended in any way to be other than the impressions of the note taker.*

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**Summary:** **Civil Attorney:** Records lawsuit, Services contract - Building Dept, Amendment to Code Section on record requests, **Interim Fair Events:** HS Rodeo, **Finance Cmte:** Supplemental for loan from SW Closure fund, Fair loan, Carryover to 2020 - \$2.125 mil, Budget lines for State Auditor, **Admin & Fair Maintenance:** Interview facilities position, Adding people at Admin & Fair, First Aid kits, Sand filter - Fairgrounds irrigation, **Building Dept:** Inspection contracts with cities, Replacement vehicle, **HR & Risk:** Resolutions all drafted & sent to LJ, Employment contracts, Annual evals, Conditional offer for Fair Events position, **Misc:** Oroville Rural EMS, Methow Valley EMS, **BOCC Clerk:** LOA – Labor agreements with Teamsters, Letter of Support to State Commerce grant, Methow Valley Communication Commissioner, Draft letter to WDFW, **County Clerk:** Scanning of records project, **Misc:** Discussion of WRIA meeting and DOE advisory role, **Public Works:** Maintenance & Roads - Miller Pit permit, Miles Lake Dam, Frost Rd, Statler Bridge Replacement, Transfer Stations operation manuals, Purchasing policy update, WASCE meeting with WSDOT, Windows in PW Building, State Audit costs, **Public Comment:** GT - Citizen & TV District, **Department Heads & Elected Officials Meeting**

BOCC: JD, CB, AH                      Staff: DG, Kelly, LM, CH, JP

**DG (Civil Attorney)**

- NO Exec needed this week
- Working on **Records lawsuit**, have conferences with plaintiffs to clarify
- Local **Services contract for Building Dept.**
- Next Monday **Amendment to Code Section on record requests**, will bring in Monday at 2:00
- Purchasing policy with JT and Clallam County policy as a guide

**Kelly (Interim Fair Events)**

- Email from Sam – **HS Rodeo**. Wants to confirm dates and rental fee for the whole North End of the Fair Grounds (Dry camping, rodeo grounds, infield, track, stands, and more). BOCC flat fee at \$1250 a day for the rental. Arriving Friday, events Saturday and Sunday – the whole weekend. BOCC will want to monitor, no sub-letting of space is normal but this package will allow sub-letting to dealers or vendors. The HS rodeo would receive all revenue and earnings Would have to cover PUD costs.
- Includes sound system, no tractor, no water truck. Any hookup at camp sites would include a fee to the County.
- There is a Quincinera that weekend but will not conflict as they are using the Agriplex.

#### Finance Cmte (LM, CH)

- We will need a **supplemental for a loan from SW Closure fund** to cover Current Expense cash flow issue.
- **Fair loan** – will need a supplemental. Did not account for interest and payment. Covered current interest payment of \$38. AH inquiries about 086 budget line, CH needs to check. Payment on loan is \$13,000 twice a year. Spring payment and then December for final payment. Need to check in November in case of any issues. Could pay early to save on interest. Discussion of holding off and making one payment in December. Not in favor of this due to increased interest and possible good faith issue. Recommend making Spring payment then in May consider paying off whole loan early. AH hopes increased Fair revenue covers these costs. They B & O was not budgeted in previous years. Professional Services in budget was way off. 028 expenditures included costs but B & O was not included in this. When get the new Fair Coordinator need to sit down and get cleaned up. Finance knew the budget for the Fair was close but did not see these issues coming. Supplemental will clean this up.
- **Final Carryover to 2020 is \$2.125 million**. A lot higher than projected.
- Some concern over **Loan from SW Closure fund**. State Auditor might question and want cash in fund for full cost of closing. SWAC may have concerns. JD – BOCC does not need to take SWAC advice as they are an “Advisory” committee.
- Setting up a separate **budget lines for State Auditor costs**, Each Department will have its own line. Full costs of State audit will be individualized to each Department for its proportionate and direct costs for the Audit.

#### JP (Admin & Fair Maintenance)

- **Interview tomorrow (Thursday) for facilities position**. 15 applicants, some very well qualified, even over qualified. Very interesting. Hoping to get someone by next week.
- Would also like a 4 hr. per day part time person to be available for the whole facilities.
- Looking at **adding people at Admin & Fair**, currently authorized by not in the budgeted? Some unsure about the details and looking at the details. Asking JP to figure out the cost of another part time custodial position.
- Looked at all **First Aid kits**, many need to get all current and up to specification. Not doing so would leave County open to liability, schedule to check very year. This would be an additional cost – not budgeted. Will look into this with OxArc, the same company that checks county fire extinguishers.
- Have quote for a **sand filter at the Fairgrounds irrigation** well. Looking at an above ground installation, in a vault. Current irrigation system has small nozzles and can clog up – not budgeted. AH – quote seems very high and overkill for an irrigation system.

#### DH (Building Dept.)

- Working on the fulltime **inspection contracts with cities**, then on part time contracts. Assume just keep doing what the County has been doing the work and filling in for cities who have not hired a replacement.
- Does have funds in the budget for a **replacement vehicle** but needs BOCC approval to proceed. 2 other trucks are at 180,000 miles and need to look into future replacement. AH - Need to have an assurance from Auditor/Treasurer to see if enough cash available for the purchase. DH – might be as much as 3 – 4 months before actual bill. AH – just get an OK.

#### TC (HR & Risk)

- **Resolutions all drafted and sent to LJ**
- **Employment contracts are complete**
- **Annual evals** should all be complete and filed with SK
- 3 LOA's from Teamsters to sign
- Waiting on one phone call background check on Planning Director
- **Conditional offer for Fair Events position** sent to LJ
- Request to help Sherriff's on a possible contract with CCT for S & R services.
- Policy for County vehicle – only emergency positions for taking vehicle home without IRS implications. Otherwise is a taxable benefit. Will make sure details will be sent out to everyone.
- Will talk about new website at Department Head/Elected Officials meeting. Central Services has a recommendation.
- Waiting for signed contracts from Halme Builders for M tank ceiling project.

#### Misc.

- **Oroville Rural EMS** – approve voucher for services to LifeLine
- **Methow Valley EMS** – approve voucher for services to Methow AeroMedical

#### LC (BOCC Clerk)

- **LOA – labor agreements with Teamsters – 3**
- **Letter of Support to State Commerce for grant** (County will provide matching). Broadband
- Appointment letter – **Methow Valley Communication Commissioner**
- **Draft letter to WDFW**: Pointing out a letter to WDFW from NE Counties (Pend Oreille Co. Clerk) was sent without Okanogan County authorization but included Okanogan County. Wants a similar topic letter sent under Okanogan County name ready to send directly from BOCC. Write/contact Pend Oreille Clerk of their Board inquiring if there was a vote on the issue. Okanogan County would have an issue with that letter on DNR land acquisitions.

#### County Clerk's Office

- **Scanning of records project**, only 153 boxes left to complete. Question is to continue scanning? Need to check to be sure the funds are still in budgeted. They were allocated for 2019 and need to see if they carried over to 2020. Check with CH (Auditor) and figure out where things are at. The BOCC intent is to complete the scanning. Want to make sure the project is completed but need to get the budget numbers to work out. Would need a supplemental to make the numbers work out

#### Misc.

- Move to approve LOA's – 3 agreements with Teamsters & County. Approved.
- **Discussion of WRIA meeting and DOE advisory role**. Tech Committee recommendations need to be properly vetted in the main body of the WRIA. Some concern that the DOE is running

the show too much? CB wants to make sure issues and discussion comes fully out inside the process and not outside. Everything should be on the table WRIA meetings.

### JT (Public Works)

- **Maintenance and Roads:** Nothing particular. 1 fatality on Miner Hill Rd near Conconully. **Miller Pit permit** approval – no challenges filed. Wants to move ahead. Boundary and monument survey to be done. Will self-impose mitigations, will abide as long as the pit exists. Create a resolution to “institutionalize” mitigations. Write into resolutions that must have a public hearing to make any changes. Perhaps an ordinance would be more binding to the County? Will have DG check to see. When pit gets finalized will pass details to County Watch to post and pass on.
- **Miles Lake Dam, Frost Rd:** Needs road work to shore up, DOE effort needs County help.
- **Statler Bridge Replacement:** Still slowly moving forward. Open in Feb?
- **Transfer Stations operation manuals:** Take into account Apple Maggot. Found out in the process that there are not formal operation manuals for transfer stations. Kent looking at preparing manuals for all – maybe \$14,000.
- **Purchasing policy update:** DG reviewed, minor wording changes. Discussion of “standardized” forms and how to utilize for purchases. Need to have standards of review and by whom. Will add a requirement that any Dept. using the standard form will have it reviewed by Civil Prosecutor before bringing to BOCC. Nothing is written currently about what to do in an emergency and unable to contact BOCC. Will add a clause detailing out procedures to act quickly but will need eventual BOCC approval.
- **WASCE (Washington Assoc. of State & County Engineers – JT is VP and Pres. to be) meeting with WSDOT:** New WASCE director is coming in with a lobbyist background so is working to develop a relationship with various entities up front. Meeting with WSDOT and then WDFW.
- **Windows in PW Building** – 9 now, with 9 more later.
- PW no longer paying for part of EDEN accounting system, but will cover its share of **State Audit costs**, same as other Departments.
- AH leaves @ 1:30 to travel to Olympia meeting.

### Misc.

- Approve letter to WDFW about land acquisitions
- Approve letter to State Commerce for **Broad Band matching funds from County**

### 1:30 Public Comment

- **GT (Citizen & TV District):** Citizen question being relayed to BOCC – schedule Rep. Newhouse meeting on Wednesday in BOCC Chamber – is it a County function or Rep. Newhouse using the room? Rep. Newhouse using the facility not a BOCC function, no BOCC will be present.
  - o TV District report – making progress on lease agreement, will have another conference call in early Feb.

### 2:00 Department Heads & Elected Officials Meeting.

- Assessor – budget process all done.
- WSU Extension – all good
- Auditor – a lot of new laws (13) to adapt to.
- Building – Budget process new as not enterprise fund, went well.

- Central Services – new director, Budget process went well with help from past director. Have a recommendation for new web site contractor.
- Communication – passed levy, looking at having \$900,000 this fiscal and 1.4 million in a full year. Needed upgrades and maintenance being planned. Will be a big improvement. Exciting. BOCC compliments on hard work to pass levy.
- Coroner – increase of 15% in cases, 1 person in office. Now operating a County morgue – works much better with recovering transplant organs. Saves County money.
- Health – 4 new Hep A cases since Jan. 1. Involving jails, have talked with jails, courts, etc. – all who have been in contact. Individuals involved with drugs and/or intravenous usage. Could spread with poor sanitation.
- HR – website. Will be a drag and drop to update. Big improvement. Provo, Utah has website from same contractor if you want to see an example.
- Maintenance – a lot was accomplished at Fair Grounds – a lot of help from Public Works.

Notetaker leaves at 2:45 for other meeting.