

**Board of Okanogan County Commissioners
(BOCC)
March 13, 2018**

Jim Detro – JD (BOCC)
Chris Branch – CB (BOCC)
Andy Hover – AH (BOCC)
Josh Thomson – JT (Public Works)
Debi Hiltz – DH (HR)
Joe Poulin – JP (Maintenance)

Perry Huston – PH (Planning)
Lanie Johns – LJ (BOCC Clerk)
Ben Rough – BR (Public Works)
David Gechas – DG (Civil Att.)
Tanya Craig – TC (Risk Manager)

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SUMMARY: Civil Attorney, Risk Reduction, Maintenance, Admin, PWorks Engineering, Admin, Board of Health, Resolutions, Official County Newspaper , Review Draft Comprehensive Plan, Human Resources, April 2 water shed planning, OBHC request

8:55 AH & CB discussing possible alternatives for upcoming Comp. Plan.

JD arrives at 9:05

DG (Dave Gecas), TC (Tonya Craig) for Staff reports.

DG (**Civil Attorney**)– working on public records requests – 1) about a former inmate, a NW Justice Project asking Jail and Sheriff – request is well narrowed in time, relatively easy to address. Working for JT on a rental agreement, for PH looking on a new dance ordinance for County rentals, for BR a software purchase (Not always clear if it is a sole source supplier or not, maybe sole source is the best way to proceed or not), Jurisdiction issue with tribe – no question. Incident in East Omak where people camping out in a non-designated site – issue is over whether a tribal person on fee land. Burden is on the defendant to prove tribal land, not on the State to prove fee. DG goal is to have everyone aware of rules and applications. Sheriff’s deputies are not commissioned on Tribal lands, but Tribal officers are cross-commissioned with about everyone. Any officer can hold someone until a person with appropriate jurisdiction arrives. DG is reading through the Shoreline Management Plan. Just got the draft of the Comp. Plan – he understands that these are evolving regularly.

9:20 JP (Joe Poulin) arrives.

PH – Comp. Plan will be discussed this afternoon so nothing at this time.

CB – (referring to public records requests) - most public documents go through departments – there is a need for a “cheat sheet” to decide if a public document at what stage. DG – it gets difficult or confusing to work with, others seem to be just fishing. Sometimes laws or rules are not settled on what to do.

TC – is not required to keep a log of public record requests but does as a common practice.

General rule is if a public document or a released document then share.

TC (**Risk Reduction**)– a grievance from Union has been withdrawn, also 3 contracts: Fair – 3, 2 are camping and 1 for entertainment.

AH – need to go to Fair Grounds office to look for old contracts & agreements and destroy all as are out of date. Need to use only up to date documents throughout the County. AH to PH – have you gotten all the water rights for the fair? County needs to schedule the rehab on the well and need to have the water rights clear. Drillers schedule will fill quickly and County needs to get going. There needs to be a map and a diagram of the current well and water right status.

TC – VSO contract with Douglas County (VSO – Veteran’s Service Officer). AH – when will the contract be ready to be sent to Douglas Co.? TC – 1st of next week. In general there is a lot of litigation on drones. The County needs to establish a County policy before using a drone – uses & restrictions, Emergency & Sheriff’s already have drones and need to have a policy for usage in place. DG has some model language to share. Need for public to know where no-fly zones exist and also general aviation limits for drones. TC will work on a new policy for County business and guidelines. DG – may be different ruled for criminal due to 4th Amendment issues. Sheriff’s need rules particularized. TC has talked with Maurice (Emergency) who has adequate licensing and is following appropriate procedures.

- Testing is coming up on 3/18 for Police, Safety. Adverts did not get out to a certain age group that only follows Facebook – TC wants an OK to put adverts up there. AH – as long as T follows all protocols and safety issues. AH – is there an official Fair website on Facebook? TC – no, there are several but they are unofficial and created by individuals. No official Facebook – other departments have created them but now “County” Facebook. AH – maybe create such? There is a BOCC group page – but only on/off for comments are a limitation. DG – it is easier to say “No Page” when asked.
- There is a need to have a more involved discussion on the topic and ways to reach Facebook crowd.
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LC – Laurie Thomas canceled her report due to illness

TC – **Yearly Report**:. AH – Just go over the numbers.

- There are lot of lost hours to workmen’s comp., but must be compared against over 600,000 total hours so in percentage rather small. Compared to claims from years past it is a large increase but that is compared against a normally small number of claims and hours. There is a 91% increase in work Comp. claims – 14 in Public Works & Solid Waste, Sheriff’s Office & Jail also.
- TC will set down with PWorks to try to reduce & mitigate high number of claims.

- For Liability Claims a 72% increase, again the actual number of claims have been low so a few more is a big percentage increase. The amount was 68% increase.
- The Cost of Risk is mostly in current expense for insurances, bonding, liability settlements, and more, (There has been a reduced a lot of outside attorney costs).
- Compared to similar Counties at 3%, Okanogan is at 4%, so we are close. PWorks is at 2%, Misc. special funds are at 1%.
- Increased deductible to \$25,000 to reduce premiums for new insurance contract
- The whole report is a public document and can be request for all the details.

10:00 DG & PH leave. **Maintenance**

- JP – ATS contract signed? BOCC – yes.
- JP replies that ATS has an issue as they won't respond until they have a clear signed copy of the contract & a County resolution.
- Fair expenses are in a good standing to examine to find ways to cut costs.
- BOCC will be open to a supplemental budget request if things come up. AH just wants a summary and additional hours that will be expected to provide backup documentation to justify any supplemental, additional staff or other expenses.
- JP will track hours spent where and on what.
- All maintenance people will get texts on cell phones of all Fair messages and work requests, there will be a designated person to respond.
- AH – is there a need to get barn superintendents in the loop?
- JP – asks when to arrange to open up camping and RVs at the Fair grounds? AH – April 15th. JP goes through some tasks that need to be done and may need a new person to cover getting ready and ongoing. TC - there was a Camp Host last year, that made a big difference in control and maintenance of the overnight stay area. JP – need to work with DH to get position out for hiring. AH - treasurer has cautioned about cash flow until the Spring taxes come in. JP & AH – need 1 more maintenance person to cover work. AH – maintenance has “contracts” for work on PWorks building. This is income and needs to be tracked and allocated in the budget. There is a need to follow all income and proper allocation of work and money. DH – will post Camp Host and a new maintenance position.
- AH – need to get applicator's license for mosquito & bug spray, need JP to do that so he can spray Fair area as needed. There is a need to put up more bat boxes and provide screen closures on some barns as the bats can be an annoyance – all see this a good step forward.
- AH to JP – no worries on a tractor at this time. JP will check on condition of some possible leads to some tractors that the County already has. Looking at a 60 – 70 Hp range, smaller would not be suitable for Fair uses, also best to have 4wd.
- Possible Fair track railing could use PVC piping (Used highway guard railing as too hard and raises risk of harming animals and riders). There is ongoing thinking about alternatives in repairing the railing at the track

DH – **Human Resources**

- Fair Grounds Facility: a new draft job posting needs to have a careful explanation of how a hiring person qualifies for the specific pay range.
- Discussion of where job postings are listed – a wide range of places.

- OCC on Open Line on radio every other week – 1st & 3rd Thursday of month. Good place to highlight jobs, upcoming testing and more. There is a need to be more proactive about using that forum for communication. Open Line has been good forum so far so could also push more and bring in appropriate County personnel to add to the conversation. AH has a conflict next week and it is his turn to be on Open Line. He will work this out.
- Testing: Safety, Fair, Maintenance, Civil Service this Sunday.
- Training plans? – asks for input from BOCC
- When to hire Office temp. @ Fair – need to hold off for now.
- Public Safety testing coming up.
- PH Contract expires soon, BOCC has a copy to review
- Number of people being tested will affect how much maintenance will be needed on testing day.

LJ – Admin

- wants to have OCC to consider doing the Consent Agenda early so she can do distributions ASAP as she need to leave for an out of town conference at 5:00 pm.
- Also need to have signed the inter-local County/City agreement for Okanogan Sheriff coverage in the city.
- Need to advert for PC openings? Should apply to all public commissions appointments.
- CB – possible creation of alternate positions to fill as needed and they would be up to speed and could go into openings as needed with appropriate background and knowledge.

Approval of Consent Agenda with out #1, #3 & #4 passed.

11:00 PWorks JT: Engineering

- Maintenance & Roads – overtime hours, Old 97 guard rail is undermined by erosion at Rattlesnake Point. Will fill with large rock
- Levee Meetings – Mazama and Elmway meetings 3/14.
- Gravel Crushing – done with central pit, now at Bailey pit near Nespelem
- Peter Dan Rd slide repair – need to get a NEPA & Tribal OK. This is 4 – 6 weeks off, need to apply now to begin work in May. Tribe is preparing NEPA.
- Hwy 7 (Bridge south section) – design is far enough along to make construction get going
- Grant applications – all are in on time. Sec. of State is for records.
- Consent agenda - Equipment rental is for emergency or special needs, County will haul and operate. Conconully sewer rates are set at same as before.
- Funding for Adopt-a-Highway is long gone; want to drop new applications for program due to costs and liability. Does not preclude voluntary cleanups. Currently have to track hours, people, pay L & I, hard hats, vests, signage needed now. Will honor current active groups.
- ORV & ATV – map & lits of open roads. Working on map website, will use system of colored lines, signage type & design done, only needs to be installed. WATV roads are currently open. Will be signed after details are worked out.

- RTPO –sets priorities for RTP (Regional Transportation Plan) of OCTC. (Okanogan County Transportation Commission). Set out plans over the next few years. Allocates priority listing for future projects as funding allows. CB – need to tighten up submission to have more accurate cost estimates.
- RAPP funds don't allow for cost increases and County needs to cover shortfalls. CRAB changes to funding method have sent benchmarks of completion that push funding out years into the future. JT – time line doesn't watch well with realities locally & CRAB benchmarks. STP funds & RAPP funds work on a different timeline for funding from state & Feds. Could result in funding delays, grants not being approved, etc. JT understands source driving changes but aren't flexible and penalizes someone like Okanogan Co. who have a regular, good process and on time and dependable.

PWorks – BR Admin.

- Credit Card purchases & over limit fees – just heard Dept. heads are responsible for added fees. Processing of a credit card bill takes a few steps in the County take time, so County needs to find a way to speed up process. AH – sees problem & effects every department. AH still wants to hold dept. heads responsible once process is streamlined and for over charges. LJ – some of this is caused by a change in credit card policy by switching card companies setting due dates closer to sending bills out. OCC will look into it.
- Open Position status – Eng. Tech still open, will look at previous resumes, may need to re-advertise. Summer Temps – in process and out. Flagger/General Labor Step 3 – Wants to bring in at level 10, step 3, \$14.80 per hour. Still lower than if position had received the cost of living everyone else got (level 10 was overlooked as no one in position at the time).
- Old Okanogan Landfill by Airport – Allard wants to lease 40 acres of closed landfill for a bees and a drop off site for transfer.
- CDL Training MOU – met Union rep. and want to move fast, maybe next week.
- Rental to Weeds/WSU Extension – working with Weeds / WSU but wants to get going – so let BR know ASAP when OCC finalized WSU agreement.
- Apple Maggot – looking at SW preventive methods and alternatives

12:05 Lunch

1:30 Board of Health (BoH)

- AH ask about BoH Charter process and appointments to BoH board. BoH formed through resolution, AH has done research on process. OCC is ex-officio on BoH, as BoH director, not as OCC director.
- All County Commissions are appointed by OCC & approved.
- BoH different – BoH charter is approved by BoH Board, members of the BoH Board are appointed by BoH board.
- Jan May is appointed to BoH board as elected City officer – currently on Brewster City Council, professional background in medical field. Approved.
- February Minutes approved

- Finance – certificates to state are high, a lot of births certificates. CB – cash flow is very good, \$84,000 from State has a big carryover. LJ (Laurie Jones) – births are down over last few years.
- New hires – Patrick Dunn, Enviro Health Spec. Also working on getting an intern that is paid by UW. Will be doing research on rural air quality when not doing intern duties. Jill Gates – New Fiscal Coordinator, originally from Okanogan area. Will move back into area from Ferry County. Had 13 applications for the position and interviewed 4, 2 from the West Side. JG has HR & BARS experience, had been working for Ferry County.
- Flu Update – State down to 17.9% from 19.4%. Still elevated. 211 confirmed deaths/260 by this time last year.
- A case of pertussis – baby of a large family in the Brewster area. BoH is looking for the source of the infection – rest of the family is immunized. Marianne relates difficult problem of non-vaccination and lower herd immunity
- Could not attend regional meeting due to lack of a travel funding – talked via phone. NCW had a training on public records act, due to logistical issues are stopping recording of BoH meetings as were recorded for secretary to transcribe.
- Enviro – looking forward to training new hire, really excited. A couple of enforcement activities – a failing apartment house sewer system near Riverside (Jolene Hubbard), failed to mitigate problem as promised. No compliance what-so-ever, sent a registered letter that issue must be remedied or will be a complete shut down by 3/21. No contact from owner, Enviro is looking into housing options for the tenants. Could be a possible action under NW Justice Project. Possible triple damages for cost of re-location of tenants. An installer, permits, design all in order – no action or contact from owner. All parties have tried to contact - no response.
- Good \$30,000 solid waster money – was stuck in State capitol budget. Solid Waste enforcement money – can back fill costs to last year.
- LJ trying to get phone system working, it is a pain. Century Link has been a very difficult partner.
- State DoH will be here in April for a Emergency Preparedness Training. FAX line not working on outgoing.
- Adjourn

Back at BOCC: **Resolutions**

- Resolution 31-2018: Event Co-ord at Fairgrounds Oked.
- Approve service agreement for Room 1 for Homeless
- Winthrop Ice & Sport Rink – LTAC
- Winthrop Ice & Sport Rink – Capitol improvement fund

2:45 OCC reviewing bids for **official County newspaper** prior to 3:00 bid award.
Comparing costs of some possibilities for comparison costs.

3:12 Award to Sound Publications – Gazette/tribune & Methow Valley News

3:15 PH **Reviewing of Draft Comprehensive Plan.**

Alt #1 – current plant

Alt #2 – high population range, CAO, rural designation, Unincorporated areas
Alt #3 - mid population range, CAO, rural designation, Unincorporated areas
Alt #4 – low population range, CAO, rural designation, Unincorporated areas

Looks at a 20-year window with water and transportation issues. An up close review of vision statement with no agreement. Look closely at lines 131 – 166. Still concerned over the wording. CB is wanting to be sure to have sustainable economy in statement. Keep the econ. Viable. Looking also at Public Health & Safety section – a new added section that contains CAO objectives, wetland planning objectives, F & W habitat objectives, Critical aquifer recharge objectives, Geo-Hazard objectives shoreline and hazard mitigation.

4:15 **April 2 to initiate water shed planning** process – will invited agencies, previous participants and others.

4:15 Jim Novelli – **OBHC request** to use Agriplex and have a rental waiver. Policy allows for a waiver only if event benefits poor & infirm. OCC agrees the event does qualify as “infirm” under OCC definition. Also a lot of low income will attend. CB – some concern over needing to cover basic costs concerning the County costs JD & AH – feels cost are incidental and event fits waiver criteria. OCC fully supports.

Adjourn