

**Board of Okanogan County Commissioners
(BOCC)
March 20, 2018**

Jim Detro – JD (BOCC)
Chris Branch – CB (BOCC)
Andy Hover – AH (BOCC)
Josh Thomson – JT (Public Works)
Debi Hilts – 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)
Leah McCormick – LM (Treasurer)
Cari Hall – CH (Auditor, Finance Mgr)
Laurie Thomas – LT (Auditor)

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Summary: Initiating governance session (Water Shed Commission), Horse Boarding, Alternatives for Draft Comp. Plan, Maintenance, Exec. session to cover potential legislation, Civil Attorney, Finance Cmte Report, Administration, Bid Opening for new PWorks PUs, PWorks Maintenance & Roads, Admin, WATV, Critical Areas & Signage, Opportunity Zones, Exec. Session: Qualifications of an employee, Exec session for Union negotiation , WSU Extension, Approve Consent Agenda, PHealth vouchers, General Business

8:56 CB, AH – JD ill today

9:02 PH **Initiating governance session (Water Shed Commission)** will be 4/9 @ 2:00,

- There will also be a Cannabis session that day.
- Watershed Commission – invitations to entities (i.e. Tribe, WDFW, etc.),
- Re-populate the committee.
- Initiating governments for the process are the County, OTID, pertinent cities et al.
- Lead agency (most likely County) is whoever takes on the task of organizing
- F&W, Ecology, etc. to be involved in some degree, may be advisory or participating.
- PH will propose an agenda.
- Who/ how if some entity is contested? Would be a collective concern of initiating governments?

- **Horse Boarding** Folks traveling with horses want to board at Fairgrounds, before officially open. 2 calls so far. No ability to insure boarding issues – supervision, not officially open at this time and would need to enable utilities. AH – look at fee per day for boarding a horse. Need to break even or better to generate revenue. Call around other boarding places to find reasonable fee. What stalls to use? Not currently set up to board, need to ask JP (maintenance). About what would take to set up. CB – check with Stampede? AH – call back the interested parties to see what they are looking for in terms of stalls, covered or not, exercise corral, both?

- Looking at **Alternatives for Draft Comp. Plan** –
 - Differences of outlook are mainly in population growth – low, medium, high and the consequent impact differences.
 - SEPA needs – build around preferred alternative.
 - AH – looking at an example SEPA and comparing. Looking at each scenario, did not look a how would plan for each but why need to plan for “this” over “that.”
 - PH – need some discussion of why preferred alternative is selected over others. So will have some background on each alternatives planning impact.
 - Only cover areas where “growth” would have an impact.
 - Lack of alternatives and justification of why the preferred was chosen was a complaint on previous Comp. Plan.
 - CB – no matter what is decided it will be wrong, we just need to do the best we can. Need to incorporate what cities have planned for and a variety of growth forecasts.

DH, DG & JP arrive

- AH – asking CB if his vision of the process is off base. CB – if select an alternative that is different from projected growth it would have to be about how to achieve planned growth. What actions and plans to get to the desired outcome. Need to work in conjunction with cities plan.
- PH – ideal would be to drop old plan and proceed with a plan writing toward preferred vision. Would involve a lot of DGs time to produce legal support to defend the plan.
- AH – Might look at long term population growth and plan accordingly. Use statistical evidence, not picking a goal and working towards that goal.
- CB – need to keep in mind will what we are doing keep us out of court? What does a protagonist like Future Wise want us to think about? It would be useful to bring the Future Wise perspective to the table and address it proactively. (AH & PH in some agreement).
- PH – nuts and bolts result will be allowable lot size given water availability.
- AH – wants analysis first, develop plan and work towards that supportable plan.
- CB – have a deadline, something that is not a “dead” document that can be revised regularly as information evolves. How to work with practical availability of knowledge – we will never have “enough”. Need to take a conservative growth and work with that.

DH leaves for other needs, TC will handle issues in afternoon session.

- CB – have to be concerned about a plan that would drive a mistake in planning
- PH done for now.

- JP (**Maintenance**) still working with Tom to get a checklist on what needs to be done at the Fair Restroom. PH wants an **Exec. session to cover potential legislation**. Over at 9:55
- AH will discuss with JP later on what needs to be done to make horse barn usable. JP – will do.
- DG (**Civil Attorney**)
 - o French Creek Rd hearing at 2:30 today.
 - o Public record request concerning ADA issue, jurisdiction issue on fee land on Reservation and Tribal member, HIPAA and Washington State version.
 - o Uptick in Public Record request: 2 requests will take longer, 1 no issue.
 - o AH - Apr. 3 County Bar Assoc is asking and having a talk about Water Process and Planning. Needing to know if OK for AH to give a presentation. What precautions? – in general still a work in progress, even at DoE level.
 - o DG asking about Comp. Plan update – PH soon.

Leah McCormick (Treasurer), Laurie Thomas (Auditor), Cari Hall (Auditor – Finance Mgr) arrive. **Finance Cmte Report**

- AH knows Treasurer/Auditor would inform OCC if cash flow is in a crisis – Finance Cmte – of course
- Concerning approval of VISA bill current expense is at \$600,000, with payroll next seek will drop below \$100,000 but April is a big revenue month. Some state money came in. It will be close but LM feels confident at this time but will check and monitor every day. Auditor will look at incoming bills and if due date is late April they will pay late in the month after tax money starts to come in.
- Investment portfolio is at \$84 million and includes all junior taxing districts. LM will move funds as current investments reach maturity and look for best opportunity at the time. \$60 million is currently in a 30 day rollover investments
- CH – Revenue summary and Expense summary. Roughly 20% of the fiscal year at this time – report is up to the end of February so less. You can go to the County website as well as there is some detail on some departments sections. Under Budget & Current Report – look for Current Expense, Public Works and Misc. reports. Also a copy is submitted to the OCC. (<http://okanogancounty.org/finance.html>)
- CH made a minor error: Central Services billed the DoH but did not find the invoice. The OCC will need to do a special to pay the bill. Apologizes for the inconvenience.
- LM relates an incident that happened in the office. Where a person came in with “Smoking hair”, literally. They had been outside in the smoking area and had put the cigarette behind their ear. It wasn’t completely out and had started the hair smoldering.
- Credit Cards – a fee paid by Department Heads if the payment is late or there is an over the limit charge. LM wants to take late fee payments off the policy and leave the over limit charge on the Department Heads. AH relates the issue of sending a paper check and the bureaucracy and steps to make it happen causing a delay and sometimes a late charge. Suggests possible autopay?

- LM – used to take a check down to the local bank. Credit Card companies are now back East and have to mail to that site and have shortened the time to pay the bill. Now using Overnight mail to bypass automatic entry and a manual entry is quicker.
- AH – looking for ways to avoid late fees. What to do?
- LM – Still under contract with the current company and have limited flexibility. She wants to discuss with Washington Federal for possible remedies. When contract comes up LM wants to go out with a RFP that addresses the difficulties and see what happens.
- LT – Dept. Heads need to follow up on their end and look online to monitor regularly and doesn't want the taxpayer to cover the costs.
- LM – all Department Heads have online access to their credit card accounts and know what is happening. They need to monitor. LM is on a first name basis with Customer Service at the credit card company reps. Really need a local at least a West Coast company to deal directly.
- LT still wants a change of policy
- AH – need to reinforce limits on the cards and other issues, monitoring and the due dates on the cards.
- Will keep contingency reserve as is for now
- A payment is June is in the budget but will need to adjust as the amount has increased due to accrued interest.

10:45 LJ (**Administration**)

- New law requires a “test” to see if cost for doing Public Records requests exceed a threshold that would trigger the need to do a much more detailed report. Not sure though on the details on the understanding of the new law and is trying to clarify. IF the County costs don't meet the threshold, they only need to “attest” based on the \$100,000 threshold limit. If the County exceeds the limit then the County needs to make a detail report. Each “Agency” (Department?) needs to research each request to determining the hours and costs on the satisfying the request. In the long run the State is looking at across the State costs and doing an analysis. Initial local report needs to be in by July – dates, time requirements, costs per each request need to be reported. Need to get each Dept. to fully report in order to compile the report. OCC will go over the new law.

PWorks JT & BR arrive

- **11:00 Bid Opening for new PWorks PUs**
- 1 bid from Jess Auto. PWorks will examine the bid and bring back a recommendation on Thursday for possible next week Consent Agenda item.

JT – **Maintenance & Roads:**

- 3 hrs OT last week, YTD is 1319 hrs, last year 1019 at this time.
- Rattlesnake Point guardrail repair where the river undercut on Old 97 – started yesterday and should finish today.
- Levee mtgs – Elmway – generally all present in support, Mazama – need 1 permanent easement to move forward, working on it.
- Elmer City/Front Street – Elmer City wants to annex a small section of County road, OK from PWorks, need OCC approval

- Gravel Crushing – there is a need to close out a pit, it will be an additional expense.
- Peter Dan Rd slide repair – working with Tribe, need a Cultural Resource and other studies. Project may be delayed if Tribe needs to take more time. Can deal with some delay but will see.
- CRAB (County Road Administration Board: <https://www.crab.wa.gov>) reporting due in Apr. 1 – some need OCC and Bd Chair signature – will next week on consent agenda. A \$1.2 million limit on County costs for construction
- Cattle guard renewals on this weeks Consent
- SRS – may know something this week. Open Position
- OCOG (Okanogan County of Governments) mtg put SR151 not up for repair. A sufficiency rating of for Fed. Funding at a 50, State sufficiency rating for funding is at a 40. SR 151 is rated lower than 40, some sections are in single digits. Can OCC go to OCOG and see if anything can be done.

BR – Admin

- Open Position: Preparing to make an offer, interview was last week. The person has 12 yrs experience, masters in project management, BR wants to offer this person Step 4. Currently there are 7 Engineers on the staff, this person very high in comparison.
- Got a resignation from another Eng. Tech – might come back with another position request.
- Summer Temps: Day of 1st review of applications is Mar. 30, interviews to follow.
- Parametrix Contract Supplements: will span from April to March. Almost done and will put on the next Consent, generally the same as last year, only minor changes.
- SW ANA Training
- Leachate Pond Bid opening - BR will give next week
- Department Head Meeting: He won't be here so JT will be here for that.
- PWorks Cash Flow – BR has gone over procedures during spot audits to mak sur County is OK for upcoming State audits. All OK to date. A lot of changes, no problems or pushback. Money & etc. comes back daily to the Central Landfill Office
- Credit Card Limits – Wants to pay to avoid overdraft issues. OCC offers their issues and will look at the problem.
- SW Emergency Petty Cash – Wants to have definition of \$300 account so it can be used to replenish the cash till with small change as necessary. Wants the fund to be 1) emergency petty cash & 2) change fund.
- CDL Training MOU Status – hopes to get back from Union soon
- Apple Maggot Quarantine Area – SW is preparing to implement appropriate practices. An April 4 Meeting is set.

PH – WATV, Critical Areas & Signage

- \$1000 ticker if off road in a Critical Area, \$500 if off road and no signage
- AH – need signage for CAO area showing enhanced fines. Need larger signage at “entry” to main areas
- JT – need grant \$ to pay for developing & training do define WATV/ORV and rule differences
- PH – MVCC maybe an ordinance requiring carrying a county signage map or list in the WATV/ORV. Want a lot of deterrence, MATV?ORV people OK with deterrence.

- Is it OK to have an electronic map/list or need an "Unofficial" map/list (GPS, Smartphone)?

Lunch

1:30 **Opportunity Zones** – EDD (Roni Deifenbach-Holder, Eric (Tribe)),

- 3 tracts – low income. Government evaluates proposals then forwards to Treasurer who determines eligibility of tracts. Opportunity Zones – tax breaks from State on new enterprise construction in designated tracts. No cash from the State, only a reward for projects locating in the tracts.
- All apps are due Mar. 26 – Okanogan Co. has one set aside. Due to income levels W. Side Omak & Winthrop are not eligible. All other municipalities were contacted, criteria and program info was sent (Census & Econ. Data).
- Each ADO has set asides, 1 on tribe, 1 in County: E. Side Omak (Okanogan up to Disautel) for Tribe, Brewster / Pateros for County are set aside. Other eligible tracts can submit on a competitive basis: Twisp with Room 1, Tonasket and Oroville are known there may be others.
- Selection criteria from the Department of Commerce (DoC) is vague. No guarantee that anyone will invest even if designation is made. Investors will get State tax deferred for 10 yrs, so anything coming up soon (1 yr?) would get biggest benefit. Looking for shovel ready – most are in Brewster / Pateros area. 1 housing project in the Oroville area.
- Tribes using same process – shovel ready. E. Omak tract with proposed projects. Nespelem had better track record but E. Omak more shovel ready. The Nespelem / S. Ferry Co. will both be in the competitive process
- All need letters of support from OCC. Would like a standard letter of support on the competitive bids in the County. 5 criteria or questions to be addressed on the bids. Would want an OCC letter for any possible competitive application. OCC will support any and all on behalf of submission of EDD (Economic Alliance). Resolution passé. Letters prepared for ADO set aside tracts & competitive submissions for designation as Opportunity Zones.

2:00 **Exec. Session** 30 min for TC, OCC & applicant interview. Qualifications of an employee. 2:45 OCC back – no decisions or action.

A discussion of the Cultural Review of proposed work at Fair grounds – water lines trenches, arena work – tilling of racetrack.

AH – asks CB what economic growth he sees in the County. CB – He can only address the north end as that is what he is familiar with: tourism in general, RR infrastructure, Reman & Reload and Zosel mill working together.

3:00 TC arrives – 15 min **Exec session for Union negotiation**. Back at 3:12

WSU Extension – looking at long term budget cuts. Wants to preserve Extension Program.

- wants to make sure that program continues to get reciprocity with other counties for extension services. Ok. Co. Cattlemen (Monty) feels they do not need an Extension Agent or help.
- AH argues for the value of 4H Agent as a big help keeping youth involved. Reason County did not sign agreement earlier is they wanted to make sure 4H Extension Program is fully supported
- WSU wants to keep partnership with all 39 Counties. They do want to talk and share about goals and work with Okanogan. Maintain or enhance program in County. AH wants to know structure going forward
- WSU conversation is that program will be whole by fall 2020 but in meantime will have to make changes / adjustments. Is getting input to match to fiscal realities. Wants to be ready in 2020 to move forward with renewal cash flow. Is surveying County concerns, needs and POV (Point of View).
 - o Retirements have been incentivized by Dean to downsize and save money. Unfortunately not strategic as to who leaves.
- AH – Wants Okanogan Co. to maximize what WSU can offer. Short answer is yes, but information is evolving
- WSU – possible can get outside or regional assistance. Possible for Grad student experience into the county
- Monty – wants to get some adult extension (education). Will have to have a conversation with Margaret who is contact of local cattlemen. Can be difficult to work with. Talked with Dr. Llewellyn and there is a hope to get a grad student in for a presentation.
- Hort Assn – WSU rep for Hort. is very good and helps a lot while cattlemen rep is limited.
- WSU – will probably lose another 6 extension agents statewide. Looking to get a bigger presence in County but not sure how to get there – possible more faculty hours. WSU Extension may become a conduit for that assistance. Wants to find a way to get WSU work out into the field.
- Some back and forth from Monty (Cattlemen) & WSU people
- Budget cuts are a big challenge University wide.

4:04 Approve Consent Agenda

- AH Timber extension has been a deficit for some time, WSU recognizes difficulty. Just no help in our region. A homeowner's priority does not fit exactly (or not at all?) with commercial interests.
- Most help is on the west side.
- CB & AH: mention NCW Forest Health Collaborative and their projects – might look at that model (<http://www.ncwfhc.org>)
- Comfortable with current expenditure but wants to state that extra funds spent are taking away from other County needs.
- Part time position for the County will be mostly 4H and a small part Master Gardner. 80/20 split proposed.

- AH – when an updated salary with benefits is determined? Will know beginning April when new person come aboard. Line item in budget will be: 4H Program Coordinator
- Review of agreement between Ok Co. & WSU Extension. – 9/16/87 date.

- Move to approve **PHealth vouchers**

4:30 **General Business**

- Adjourn as OCC, reconvenes as Oroville EMS.
 - o Approve vouchers \$9680 – EMS contract to Lifeline.
- Adjourn as Oro EMS, reconvene as OCC
- Adjourn as OCC, reconvene as Methow EMS
 - o Move to sign audit report from State for Methow EMS
- Adjourn as Methow EMS, reconvene as OCC

DH – wants to submit maintenance tech position – none exist. Need a resolution to create, LJ needed to modify. AH wants all to look at before approval.

4:40 Adjourn