

**Board of Okanogan County Commissioners
(BOCC)
May 21, 2019**

Jim Detro – JD (BOCC)	Leah McCormick – LM (Treasurer)
Chris Branch – CB (BOCC)	Cari Hall – CH (Auditor)
Andy Hover – AH (BOCC)	Stella Columbia – SC (Fair Events)
Josh Thomson – JT (Public Works)	Maurice Goodall – MG (Emergency Mgmt)
Debi Hilts – DH (HR)	Mike Worden – MW (Dispatch)
Joe Poulin – JP (Maintenance & Fair Grds)	Dan Higbee – DH (Building)
Perry Huston – PH (Planning)	George Thornton – GT (Citizen, County Watch)
Laleña Johns – LJ (BOCC Clerk)	Tony Hawley – TH (Sheriff)
Ben Rough – BR (Public Works)	Randy Clough (Central Service)
David Gechas – DG (Civil Att.)	Larry Gilman (Assessor)
Tanya Craig – TC (Risk Manager)	Annie Lyons (Noxious Weeds)

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.

For the officially approved minutes of the Board of Commissioners' meetings; (normally published at a later date), see www.okanogancounty.org.

Summary: Civil Attorney: Treasurer office on a tax foreclosure, Clerk's Office on serving of search warrants, Tonasket recall, Document research and FOIA requests, **Fair Events:** Changes for State Grange, Arena, **Admin & Fair Grds Maintenance:** Used floor scrubber, Compressor over the Jail, Heat pump replace over Planning and Building Dept, Fair maintenance temp jobs, Increase business at the Fair, **Planning & Admin:** Architectural fee – M-Tank, OTID Water Bank, Champerty Shores, Planning Commission, **Finance Committee:** Cash on hand & Investment balance, Planning Dept. at negative revenue, Revenue & Expenses, Fiscal Year projections, Fair Events use of credit card, State Auditor's Office audit, Champerty Shores Local Improvement District, **Hot Asphalt Bid #9140-07 Public Works, New Cattle Guard Franchise, County Wide Road Hazard Removal, Carlton-Twisp Road Speed Limit Petition, Public Works:** Maintenance & Roads, ER & R maintenance, Fairgrounds track, **Public Comment** – none, **Central Services:** Server update process, Security audit, PC updates, Patrol Car laptops, Telephone, Fiber to Public Works start date is July 8, Wireless, **HR & Risk Management:** HR Assistant Job Description, Temp positions - Fair, Department of Corrections Inmate Housing Agreement State prisoners - Felons on probation who have committed a probation violation, **Noxious Weeds:** Public Hearing for Supplemental. No Quorum, rescheduled. Will be continued to May 28 @ 10:45, **Building Dept:** State Auditor ruling, Wage & expenses are low, **Dispatch:** Communication Sales Tax Review, Public Hearing July 9, Approve **BOCC Proceedings 4/29-30 & 5/6-7, Approve Consent Agenda.**

9:05 BOCC AH, CB & JB. Staff: SC, JP, PH DG & LJ

DG (Civil Attorney)

- Working on an appeal case out of **Treasurer office on a tax foreclosure**
- Met with the **Clerk's Office on serving of search warrants**
- Recall hearing last Friday on the **Tonasket recall**
- **Document research and FOIA requests**

SC (Fair Events)

- How to write up **Changes for State Grange** involving switching of rented facilities for another building at the County request. How to express language in write up. Possible change in policy and fee schedule for the future.
 - o PH suggests rental and contract changes be in the Fair fee schedule.
- **AH (Arena)**– arena package is ordered, should know this week when the delivery date might be. Public Works will begin hauling material soon for track and arena. Has JP been billing Fair for maintenance on arena out of his budget, Fair or Arena grant? Out of Maintenance budget and will bill Fair and Arena for work. AH will arrange transfer of \$9000 to cover. Received invoice for railing, will not arrive before the end of July. No Posse this year so not as big a hurry as it was. Talked with Public Works about screening of material for track & arena. Need to take “ripper” to current track for prep work.

JP (Admin & Fair Grds Maintenance)

- Looked at the **Used floor scrubber** – looks fine. It is a 20” with a vacuum. Would take about 1 – 1.5 hour vs. about 10 hours to do by hand. Good brand with easy to get parts, about \$2500. No other current use for the scrubber other than the Agriplex.
 - o AH – has SC checked revenue lately? SC – will be “off” due to big bill for fair rental from Fair Board. Need to compare to last year to get a feeling for where Fair Events is at on budget, but should be ahead of last year due to more events.
 - o Build into the rental cost of the Agriplex or other rentals the cost of cleanup, some people would complain as they feel they could do the cleanup for far less. AH & PH – fee JP does not have the people to do the work in a timely fashion. Also need to consider the cost of SC in time in getting other arrangements for post-event cleanup. SC – suggest a list of cleaners approved by the County for any self-clean of an event by renters to assure some level of quality. SC to develop a new fee schedule for consideration. Proposals to cover the variety of possibilities to cover the issues. If County can get a good job done do they still need the scrubber?
 - o Move to authorize SC to purchase the used floor scrubber. Passed. Savings of time and the quality of the cleanup justify the purchase.
- **Compressor over the Jail** – not really a bad compressor, was a circuit board that needed resetting. A difference of costing \$250 compared to about \$2500 for a new compressor.
- JP has quotes for **Heat pump replace over Planning and Building Dept.** (Gives a list to BOCC). AH – any funds in a line item to cover? JP – funds were removed in budgeting process. Cascade Mechanical is low at about \$11,000. Have to replace. Moved to proceed and passed.
- Only 3 applications for the **Fair maintenance temp jobs**. The process closed on Monday. A couple of the applications look pretty good. Still wants to hire 2 temps not just the one due to the lack of Jail trustees. There is additional work this year due to more events and the arena project. Feels he would be short handed the whole year otherwise. SC only one temp that is for the office and is a trainee position and activities not maintenance. JP has asked about a maintenance temp from WorkSource but not heard back. CB – PH about Court ordered community service to be used – there are issues, but no word. SC – had 2 community service temps last year but did not work out – did not return after a short stint. AH – how many maintenance positions currently under JP – 1 janitor, 2 at admin, At Fair Kyle – usually have 1 helper more at Fair and trustees from Jail. A lack of trustees this year. LJ – always had 3 temps in the past with supplemental help. Events are up a lot at the Fair along with a lot at Admin. Move authorize 2 Fair temps. Will need to set up a supplement to cover the costs and authorization of positions. Passed.
- Are looking (hoping) for a revenue improvement to compensate for the additional costs.
- Getting Mallet Sheetmetal to look at rooftop on a leak.

- SC - **Would increase business at the Fair RV** and other rentals if accepted credit cards. Currently cash only. LJ could set up a separate Fair account to have funds deposited from a Paypal-like account. Various Square and other commercial options also. Primarily for RV park but Agriplex and other rentals would benefit from a credit card option.

PH (Planning & Admin)

- Need to talk about an **Architectural fee** for 20% for the M-tank project. Normally an architectural fee runs about 11%.
- A decision just came in on the propose **OTID Water Bank**.
- Will meet with **Champerty Shores** representatives tomorrow.
- **Planning Commission** met last night. Moving along, but have set an additional meeting day for June 10 in addition to regular June 24 meeting to move more quickly. LJ – currently the FAC (Fair Advisory Committee) meets the second Monday in the BOCC meeting room and would be a conflict. Possibly Planning Commission could meet in the Planning Meeting room. PH will work it out.
- CB conversation from Exec. Session. (FutureWise).

10:00 Finance Committee (LM (Treasurer), CH (Auditor))

- **Cash on hand & Investment balance:** No need for any funds transfers to cover low balances. Current expense for April at \$1.5 million, an increase coming of \$2.5 million more by June (Property Tax payments). Will invest the Current Expense Reserve.
- Investment Portfolio – moving and consolidating some funds: Mazama Sewer fund is encumbered – looking into what investment opportunities are available. Need to talk with State Auditor. Some SW funds can be moved and invested. Balance of the 160 Fund (Juvenile & Jail Sales Tax) still growing even with paying bills.
- **Planning Dept. is at a negative revenue** compared to last year. PH will have a meeting with the Auditor to go over details. Various other departments are highlighted as being negative in comparison to last year.
- **Revenue & Expenses:** For the most part pretty good. Until they reach \$6 months aren't really making any long term decisions. No Panic Button needed this year.
- CH will work up some **Fiscal Year projections** after the 6 months pass. In July will give ½ year position and projections to the end of the year.
- AH asks about how can SC (**Fair Events**) **use a credit card**. LM is concerned on how to reconcile the books each day. Some of the concern is about accuracy. LM wants careful control/accounting assurance – need for dealing with the account each day. CH – recommends a system that deposits each day. DOL (Department of Licensing) runs the system, cost go to the customer, not the County. LM uses a different system where each bill goes directly into an account, 2% fee on each charge. Receives a daily report – SW, Sheriff's use the same system to go directly to Treasurer. Clerk's uses the same system – DOL. CH looking at a system for Auditor's Office, would be working with SC and could compare notes. If SC uses a regular credit card they would have to work with a credit card company. LM has "Point & Pay" – has a 2 day lag for funds to reach the County. CB – need to have the ability to deal with Canadian accounts.
- Update on **SAO Audit (State Auditor's Office)**: a few small items, suggestions on internal control and oversight. Overnight rates for travel are much cheaper in some areas than others. State reimburses at the State rate regardless. This results in additional, unauthorized revenue for the County so need to change County reimbursement rates to compensate for food, housing and such.

- PH – **Champerty Shores will form a LID (Local Improvement District)**, no local funds to pay for the design costs of the project. PH will want to roll \$25,000 for design into the cost of the whole bond. LM – may not be possible, will ask for an opinion from the Bond counsel. LM had gotten a lot of complaints about the Lake Osoyoos Weed District – hopes not a similar problem. Hookup fee to the Eastlake Sewer & Water will be paid at the time of hookup. Bond will cover the construction, fees, taxes and everything. LM has no experience with a LID and will look into the limits and needs. Champerty Shores will contribute hookup fees to help Eastlake Bonds.

11:00 **Hot Asphalt Bid #9140-07 Public Works**, Lost River Rd (Engineering estimate - \$100,000).

- One bid: Granite Construction low bidder (only bidder) - \$74,658. Goes to Public Works for review and recommendation.

11:10 **New Cattle Guard Franchise** – Gebbers Farm. OCR# 1657 Watson Draw

- (Cattle Guards themselves are owned by the Franchisee and may be removed by the Franchisee if the franchise ended or changed. Road Supervisor (JT) sets site specifications – Gebbers generally installs its own guards. Other franchisees have to fit installation into the County work crew schedule)
- 4.5 mile from Hwy 97. Move to approve, Passed.

11:20 **Bid Opening. County Wide Road Hazard Removal.** Public Works.

- Federal Safety Project funding for removal of boulders, large trees and such. No bids - 2 people called but did not submit. JT will check to see if Public Works can do the work.

11:25 **Open Hearing: Carlton-Twisp Road Speed Limit Petition.**

- Dropping the speed limit along the approach to Twisp. Approved to have 35 mph from mile 9.4 to Twisp area, 25 mph currently just outside of Twisp city limits.

Public Works (JT Supervisor)

- **Maintenance & Roads:** Shouldering, preparing for chip sealing. A couple of dig outs. Carlton drainage – try to figure out who owns the locations for work. Could trench or possibly bore under Hwy 97 at the site. Cheaper to bore if possible (\$5000). Salmon Creek & PUD line – making progress, using the drone topo software and getting used to working with the program. Great tool!
- **ER & R maintenance:** County ER & R staff needed for mowing at Fair? No need due to 2nd maintenance position authorized.
- Levees: Have a legal for the County to take over city levy and work with Corps of Engineers.
- **Fairgrounds track:** AH checking on alternatives – would have to recuse himself from any decision as a family conflict. Trying to lower cost.
- Fairgrounds want 5 CY dump truck being surplus? Still interested, generally run \$10,000.
- Federal safety call for project due next week. Have 4 projects identified – only 2 likely to be funded. 1) Guard Rail (along Horestmark (sp) Rd, South end of Pine Creek), study of location and need for fog line and center stripping for how & when to stop. Other projects are retrofit of guard rails on Monse and Ellisforde bridges.

Lunch

CB at another meeting, Communication Meeting at the Rodehouse Inn in Omak.

Public Comment – none,

2:00 Central Services

- Very happy with **Server update process** – generally have purchased refurbished servers with 5-year warranty. Expect 3 per year for 3 years to keep current. About \$15,000 per year. Recommend continuing that pattern in the future.
- Doing a **Security audit** every 3 years for state certification. Have already submitted paperwork – usually pro forma process.
- **PC updates** – if there is funds left in replacement fund would like to get 10 – 12 machines a year at \$700 - \$800 each.
- **Patrol Car laptops** – officers want a touch screen. But the purchased laptops have a lot of glare off the screen – were used to matte screens not shiny. Have tested several different filters, looking at more. Have found one that seems OK. Trick is a filter over a touch screen that works.
- **Telephone** – will have Century Link engineer in tomorrow, still intermittent issues at Fair. Will get an estimate to have the signal bounce off Jackass Butte to avoid trees. Estimate will be at \$2000 - \$3000.
- **Fiber to Public Works start date is July 8**
- **Wireless** – minor issues, plan to get done before he leaves.
- Officially retired on Dec. 6. Talked with TC about advertising the tech position replacement for a hire in August.

2:25 JD leaves / **no quorum.**

2:30 TC, AH & LJ – Discussion of re-write of VSO job – Employment Security funded on-the-job training position.

TC (HR & Risk Management)

- **HR Assistant Job Description** – no decision.
- JP dropped by – **Temp positions at the Fair**, 5 temps positions are in EDEN system. They are not budgeted though. Fair Maintenance. Need to figure out what BARS line to work with.
 - o Kyle was made an Exempt position so that he could supervise helpers.
 - o Sense of earlier discussion was to be under maintenance to provide flexibility in case of an emergency and not tied to Fair.
- **DoC (Department of Corrections) Inmate Housing Agreement State prisoners.** There is a current agreement but proposal is to amend the agreement to raise the daily fee for housing. The prisoners are overflow from the Chelan County Facility as needed. New fee would be approximately \$62 per diem.
 - o Are **Felons on probation who have committed a probation violation**, they incur additional sanctions (time) so they can be housed locally and not return to State facility.
 - o Would be transported to Okanogan, 5 or less at a time due to booking limits. When sanctions done would be released with a bus ticket and put on public bus back to Wenatchee.
 - o Okanogan has ample room, there are liability issues on the County.
 - o As the BOCC has already passed the agreement, need only ratify the Sheriff's signature for the Consent Agenda for BOCC review of process.
 - o No geographical restrictions were in the previous agreement.

AL (Noxious Weeds)

- **Public Hearing for Supplemental. No Quorum, rescheduled. Will be continued to May 28 @ 10:45**

3:08 CB returns. Meeting was over Broadband MOI with CCT.

- **Authorize signing of Hot Asphalt contract** for Lost River Flat Project – Approved. Granite Construction.
- HR update – Under Sheriff – info on contract amendment – see previous note under TC.

3:15 Dan Higbee (**Building Dept.**)

- **State Auditor ruling** was back dated on Bldg Fees retained in Building Dept. – Current Expense will put \$357,000 in Building Dept. budget in 2020. Looks like Building will have a carryover at the end of the current year, that will be added to the above funds.
- DH feels **Wage and expenses are being run low**. There are some areas that current funds could be spent and be useful.
 - o Building Dept. has 3 very old vehicles. Trucks will go into Building Funds as State Auditor requires. Dept. runs on its own revenue. New vehicles also will come out of Building Dept. funds. Goal is to operate for 9 months on current income while fund builds.
 - o AH – need to discuss this with the Treasurer & Auditor. Agree to the wage increases already on the table to decrease the hit on Current Expense at the beginning of 2020. DH will figure out from now to the end of the year what the expenses would be if wage requests were met.
- \$25,000 from cities, part of the \$84,000 estimated carry over. County does not have to pay the part back. If funds can be spent in the Building Department and be beneficial, they should do this. Either add the funds to be paid back next year or spend now.

3:45 MW (**Dispatch**)

- **Communication Sales Tax Review**. Growing list of agencies supporting increase.
 - o Fire Associations – City of Brewster, Oroville, Tonasket, Twisp & Coulee Dam. Hospitals and EMS districts.
 - o Questions are about how the proposed Advisory Board would work. Chain of command & decision-making authority needs to be clarified. Advisory Board would be advisory, sounding board.
 - o Has given a draft of the resolution to the BOCC for review and input.
 - o If go forward will need 30 different contracts - from each entity reflecting different rates and services. Similar though.
 - o What does the BOCC have in mind for a deadline? No later than Aug. 6 for the November ballot. Directs to set up a **Public Hearing July 9**.
 - Need to refine ballot proposition language (Problem in last EMS levy)
 - July 9 Public Hearing will be in afternoon after Public Health.
- MW will work on proposition language using EMS language.
- Suggestion MW meet with Cattlemen's, Farm Bureau to explain need and tax.

4:18 Motion to approve BOCC proceedings 4/29-30, 5/6-7 & 5/13-14: no second.

- Dies for lack of second.
- Move to **Approve BOCC Proceedings 4/29-30 & 5/6-7**. Seconded & Approved
- Move to **Approve Consent Agenda** – with CCT Planning Dept. & Broadband Action Team
- Roberts Rules of Order discussion on Motion & effects of seconding or not.

Adjourn.

