

**Board of Okanogan County Commissioners  
(BOCC)  
Jan. 8, 2019**

Jim Detro – JD (BOCC)  
Chris Branch – CB (BOCC)  
Andy Hover – AH (BOCC)  
Josh Thomson – JT (Public Works)  
Ben Rough – BR (Public Works)  
David Gecas – DG (Civil Att.)  
Tanya Craig – TC (Risk Manager)  
Leah McCormick – LM (Treasurer)  
Cari Hall – CH (Auditor)

Debi Hilts – DH (HR)  
Joe Poulin – JP (Maintenance & Fair Grds)  
Perry Huston – PH (Planning)  
Laleña Johns – LJ (BOCC Clerk)  
Stella Columbia – SC (Fair Events Coord.)  
Maurice Goodall – MG (Emergency Mgmt)  
Mike Worden – MW (Dispatch)  
George Thornton – (GT) Citizen, County Watch

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**Summary:** **Civil Attorney:** Land use special deputy, Code Enforcement, **Juvenile & Admin Bldg Security:** Juvenile carpet replacement & Leakages, BOCC can declare emergency for repairs, Capital projects facilities Plan list, Large purchase reviewed by Treasurer & Auditor, RFQ for professional services, **Admin & Fair Grounds Maintenance:** Filling out request for maintenance, **Fair Events:** Billboard & Annex floor, **Planning & Admin:** Proposal for annexation of property – Omak, **HR & Risk Management:** Update on claims, Friday Civil Service oral boards, Clarifying leave days on transfer, Exempt Employees leave policy, **Tonasket PD contract with County for Sheriff's coverage, Veterans Affairs:** Partial Stand Down, Increased outreach, Native American program, Second person in the office, **Public Works: Engineer:** Maintenance & Roads, WATV, Similkameen Trail inspection, Equipment purchases for 2019, CRC pit use agreement, Sinlahekin culvert is done, Enloe Dam, **Public Health:** Vacant Public Health Board position filled, 35 reported Pertussis cases in County, **Various Admin Chores**

9:02 JD, AH & CB. LJ, DG, JP, SC & PH

DG (Dave Gecas, **Civil Attorney**)

- Agreement with Mark Johnson, for **land use special deputy**. Went through a process of cost comparison. Agreement has signatures from Prosecutor or and other officials. LJ – generally avoids too much detail in minutes with DG. Approval for contract and signed by Chair. \$300 per hour when used.
- **Code Enforcement:** Clallam County example of complaint resolution. Uses a Warrant of abatement as a means of code enforcement. Had been borrowed from Jefferson County process. Refers to past case in Oroville, Ellisforde area where a large amount of junk was piling up, and had been numerous contacts to address the problem – this might be an example of a possible application.
  - o Orchard abandonment – possible pest control issue might be another example. 500 acres, a lot of codling moth. Owner non- responsive despite being approached, owner says he will do something then nothing happens.
  - o PH would like a defined series of steps to be used before civil court action.

- PH has looked at and made a combination of various codes in the past. Would like a better solution.
- Working on emails
- Hearing on Jan. 18 – property tax foreclosure.

#### Dennis Rabidou (**Juvenile & Admin Bldg Security**)

- To JP, JD relates problems at **juvenile over carpet replacement** and not going forward until any chance of water or sewage leaks or pipes clogging are resolved. JD can replace carpet that was damaged before but doesn't want a repeat. Are continuing to have occasional backups. Pipe in question serves Jail & Admin also. DR feel they don't know the consequences of working during a repair/replacement project until the pipe is actually done – could handle one day but longer would bring up a lot of problems. JD – JP needs to call for estimates and ability to complete the work in a timely fashion and then go ahead after following all proper procedures. There are funds to do an emergency repair. Need to line up all parts, equipment and emphasize the need to get done in a timely fashion. AH – need to call 3 vendors to make sure County is doing proper process then go ahead. Do not need a response if given a time limit to respond. Need to document contacts.
- Discussion of small works can use if less than \$25,000. Vendors – public works, process of getting on list is discussed.
- **BOCC can declare an emergency**, do what has to be done to make sure there are no undue inconveniences to juvenile and others. Maybe need port-potties. At this point not declaring an emergency. JP can proceed, but make sure people JP calls get on the appropriate list to do the work. Will make sure to get 3 quotes and recognize quality of work & timeliness are important criteria and may be more important than price. Be sure to bill to 160 Fund for Juvenile maintenance. JP would expect bids by the end of the week. DR will get notes out to appropriate people that repairs and inconveniences are coming.
- **Capital projects facilities Plan list is up for renewal**. DR needs to think about what might be needed. Around courthouse, security, Juvenile upgrades.
- Need to inform Treasurer & Auditor that they are ordering fleet replacement vehicles. – 3 cars; need to communicate to important people to ensure funds, cash, is available. Even though cost is budgeted this does not mean that there is cash available at this time, especially before 1<sup>st</sup> half taxes come in. **Any large purchase should be reviewed by Treasurer and Auditor**. Overall cash flow for whole County needs to be monitored.
- Discussion of **RFQ for professional services**, selecting based on qualifications – not just price. RFW helps define level of credentialing to perform services.

#### JP (**Admin & Fair Grounds Maintenance**)

- JD: process of **filling out request for maintenance**. Some feel using software is cumbersome – can always call in an emergency. SC suggests using “Screen Shots” to help familiarize people with process in using support system. JP pays close attention to explanations that people make in comments, not the specific “title” of the request.

#### SC (**Fair Events**)

- Two big projects to get done. **Billboard & Annex floor** (looking for a large enough open dates to get project done). Passes out possible flooring material – vinyl, snap together, water proof – quickest install. Working on a pricing comparison of various products.

#### PH (**Planning & Admin**)

- July 2017 Housing **proposal for annexation of property** for the Housing Authority. Never was completed. Annexation Lead Authority would be Omak City. Need to get annexation done – city

would annex property when housing project is done to their standards. Is in Omak city limits – would be best for city to do the Building inspection and approval. Project is in proposed city expansion zone.

#### 10:15 TC & DH (HR & Risk Management)

- DH: **Update on claims** – have been done quickly this year. Snowplow hit a pedestal transformer that had been buried by snow. A few other small claims have been taken care of. AH – go to site to see if the transformer was in or out of right-of-way. Property owner piled/plowed snow. Really a County liability issue?
- **Friday Civil Service oral boards** – various law enforcement (Sheriff's, dispatch, jail, etc.)
- Regards to info on **personal days** when an employee transfers from one position to another where the union agreement specifies more or less days. Information on how days are reconciled.
- TC: **Exempt Employees leave policy** – seems OK for now.

**Tonasket PD may want to contract with County for sheriff's coverage.** There are conflicts with the upcoming Public Health meeting and AH needs to hear public comment at Public Health meeting regarding nightly rentals in Brewster area over complaint about Health Dept. fees for nightly rentals. AH will need to leave to go to Tonasket ASAP to get to Tonasket.

#### 1):30 Veterans Affairs – Eric Fritz VSO

- Had **partial Stand Down** – several veteran's reps from the region attended, local regional groups provided surplus gear for a charitable distribution to local needy Vets. About 11 pallets of goods were provided (Some more usable than others) – clothes, boots, sleeping bags, rucksacks, etc. Undistributed items went to storage at the old Smith & Nelson Warehouse. Will have another event in 2019. Multiple agencies participated to provide multiple services to meet the needs of all Vets.
- **Increased outreach** – Pateros, Twisp & Nespelem. 5 separate visits.
- Veterans Advisory group can assist with getting word out in support of programs that Veterans budget does not cover
- Lists actions by the program – between 25 - 40 Vets in each month last year.
- Biggest problem is the **Native American program on the CCT**. They receive about \$190,000 for their program with most going to administration. Local VSO gets many claims at the Tonasket office to clean up procedural errors and claim problems from Tribal Vets. CB & AH – need to find a way to strengthen the Tribal program in a constructive manner. Many institutional issues in Tribal structure due to their election turn over and need to retrain personnel each time. No carry over of skills from one cycle to another. Sometime Tribal members use County assistance available then when that help is exhausted then go to Tribal office. Would be better if done the other way around. VSO want help meeting with Tribe to clarify and have the programs work better together. Officer will travel with CB to next meeting (1/22) in Nespelem to work on issues.
- In the long run need to find a way to fund a **second person in the office** for back up when main VSO is on outreach, vacation, redundancy and preparing for eventual/possible sustainability if current VSO moves on. Possible 2<sup>nd</sup> person/replacement would take 4 – 6 months to train up to meet accreditations and know workings in office. Would be necessary to be a Veteran and have a clean record.

#### 11:10 Public Works (JT & BR)

- JT, **Engineer**

- **Maintenance & Roads:** Warm conditions have lead to more icing problems – culverts, roads. JD passed a Canadian information about grader blades for dealing with ice and different road conditions. A lot of black ice issues.
- **WATV:** PH will put out final WEIS for review. Might get appealed. Signage very expensive considering such a large number needed. Very little grant dollars available. Time frame to complete is largely unknown due to being unsure of numbers and locations needed. Possibly start in April depending on road conditions, considering using a red X to indicate closure of road to WATV and no other signage in order to contain costs and time. Extended discussion of signage alternatives and complications.
- **Similkameen Trail inspection:** Inspection of culvert and bridge? Make a schedule? Would be a recreation budget item not Public Works or road issue. LTAC funds? Would need to apply – who? Would need over \$1000 – LTAC meets once a year to allocate funds.
- **Equipment purchases for 2019** – needed to adjust to as the delivery date for new striper was pushed to 2020. The funds for striper can be then be used in 2019.
- **CRC pit use agreement:** CRS wants County to “rent” pit for use – allows use of spoils in pit area and larger chunks. If County uses a minimal amount of material then County will end up saving money.
- **Sinlahekin culvert is done.**
- **Enloe Dam:** PUD prefers leaving current dam in place. Prefers current water right would be converted to consumption usage and left in system for County use.
- Out of time, No BR report – Admin & SW.

Lunch

### 1:30 Public Health

- One letter of interest for **vacant Public Health Board position** – Trade position. Erlandson letter of interest. Has experience in many areas of developments, surveying, permitting both public and private. Interest is in the public good. Some concern over a past project in Brewster area but not pertinent to a position on Board. Approved
- Approval of minutes from November 12 & December 11. Financial reports from those dates approved.
- Community Health Update: Current **35 reported Pertussis cases in County**. Expect there are many more unreported. With schools opening up this week could see a lot more. Board member relates difficulty of infant pertussis. DTP shot for adults will offer protection for pertussis with only a single shot during adulthood. Need tetanus every 10 years though.
- Some public concern received from Brewster area overnight rental operator over the cost and difficulty of permitting. Had not come in for comment to Board. Staff working on explaining the issue.

### 3:40 LJ (BOCC Exec. Clerk) Various Admin Chores.

- Some appointment letter for BOCC to sign for WRIA 49 members. Concern over, language sent back for revision and approval later.
- **Homeless Housing professional Services Agreement** for \$14,000. Approved.
- **SWAC member re-appointment** – George Brady
- Resolution **Exempt Employees leave policy** – approved
- **Credit application** – allows receiving discounts, has been reviewed by Leah McCormick (Treasurer) – Procter Sales, Inc.

- Approve **Consent agenda less Dec 31 minutes**. Approved
- Vouchers approved
- **Affordable Housing** – approved for project – Housing Coalition. Needs an agreement before any reimbursement.
- LJ working on getting **ad valorem resolution to increase levy for Veterans Affairs** for next year. AH wants to know how much revenue is generated for each \$.01 increase in ad valorem. AH – asking about increasing allocation to Veterans by increasing ad valorem. Wanting to know the ins & outs of ad valorem. Want to have assurance from Assessor, give talk to BOCC about how the process works. Looking to Fall 2019 for possible increase for 2020.
- Approve **Public Health vouchers**
- Approve various members to **WRIA 49 Planning Group**