

Planning Department Study Session January 25, 2016
1:30 p.m.

Present:

DT - Jim Detro (BOCC)

SK - Sheilah Kennedy (BOCC)

RC - Ray Campbell (BOCC)

PH - Perry Huston - County Planner & Administrative Officer

LJ - Lanie Johns, Clerk of the Board of Commissioners.

AL - Albert Lin (County Deputy Prosecutor - leaves)

Debbie - (Appears to be new Human Resources person.)

*Note: these notes are verbatim inasmuch as possible; otherwise, they are paraphrased.
Notes from notetaker in italics.*

Contents: Methow Watershed Council, VSP, Planning Comm changes, zoning; USFS; Dept Relocations; Jones Hall/Fairgrounds bids; Jail/Doug Cty; Pking land exchange; Juvie/Martin Hall; Initial Attack; FEMA, Budget; wk plan; HR issues

Methow Watershed Council-IFRR Meeting - PH: did not meet. BOCC interested in crafting a letter to watershed council in re in stream flow revision and their offer to supply staff support and DOE offering to facilitate process? Just a thought. I can write. RC - that would be good. SK - would kind of clarify. Ph - letter will essentially write what I told them, if I can get to meeting. Hans and Mike Port were there. PH - sub committee that was asking to offer recommendation. With Hans and I, I assume he is working with Twisp...I will go ahead and draft for you to look at next week. We have 3 weeks. They meet on a monthly basis.

Voluntary Stewardship Program Update - PH: Have to heard back from Mr. Schulz. Will look at our contract, Have not put in the ad. Do not know if actually signed. Lanie - we have it. SK - starting date? PH - when fully signed. We signed first, then they signed. Once in awhile will reach back a bit. SK - fully executed is when both parties signed? AL - because there was terminology that we included, curious to see what was signed. PH - if signed, I will put ad in paper and continue to solicit appointments for the committee.Lanie still looking.

(Note: this ad is in relation to applications for the Advisory Committee that is supposed to be formed to work out details of the Voluntary Stewardship Program. This program is intended to balance agricultural and environmental interests. At last word, the county had decided the advisory group was to be composed of 2 representatives of the Farm Bureau, 2 reps of the Horticultural Association (one rep on all these from each of the Okanogan watershed and the Methow

watershed 2 Tribe (Yakima, Colville) if want to be involved, 1 Methow Watershed, Council 1 Environmental, 1 at large. See below, Lanie response)

Planning Commission

Meets tonight. Will assume there is a quorum. Purpose - continuing discussion of zone code. **Pub hearing - still projected for Feb meeting. (PC meets on last Monday of the month.)** Moving forward with EIS - on track. Wild card - if no quorum for PC, will need to figure out. Last time, it was difficult time of year. If quorum, we should be back on track.

Membership of PC: They did ask at last meeting about the changes to the membership of PC. You had agreed to take it from 9 to 7 (two from each dist, 1 at large.) Will prepare ordinance to do this, and PC will need to amend their by-laws. PEA prescribed that membership is adopted by ordinance. We will leave in code and make necessary amendments. The way composed now, only full complement is from the Methow. No one on PC would be unseated - we don't have enough members as it is. The eastern-most member of Methow Dist would become at-large. Will need another person. Quorum will be from 5 to 4. (With 7 members) SK - Will be ordinance for pub hearing? PH- Yes, public hearing.

Lanie response - VSP correspondence we received was not the fully executed form. PH - will track Schulz down to see what is happening on VSP. (Note: the BOCC had added a clause to the official contract stating something to the effect that if the state didn't fully fund, the BOCC could back out. There was discussion of whether to include this clause and possibly risk the contract. BOCC had decided to leave it in because they were not sure if it would be noticed and would hope the contract would be approved anyway.)

3) USFS

District Ranger meetings - series of meetings coming up . What do you want put together in terms of preparation? A number of outstanding issues. Nothing on travel Management rule. Comments on Chewuch Trans plan. Grazing leases. The only thing we haven't heard much from them on is the Forest Management Plan. Still not sure where they are in this process. Had listening session, gathered input. No next steps announced. About 2 years ago, they had announced ELS. Do you want me to prepare an agenda? 2 meetings scheduled at this point. SK - Have the presentations been presentations? PH - No. work in progress. Lanie - Matt tomorrow (*Tonasket*). Connie (Mehmel - *Methow*) coming in on the 2nd at 1:30 (Tuesday.) PH - assume Mr. Reid to talk about grazing leases as much as anything else.

Dates: DT - Yes. We had given him (Reid) until Feb 16th to respond or come in. I called Lanie. 26th was available (tomorrow.) PH - Lanie - Feb 2nd confirmed. Jan 26th confirmed. I have Connie - wants to discuss Flagg MTn and Chewuch Trans plan. PH - in an hour - set subsequent mtg to go over our presentation, etc. Can't do in one hour. PH - on Feb 2, set up time to pick up additional subjects.

Lanie, scheduling - 16th - tentative discussion re travel management plan. This date may have been in a letter. Whole afternoon, 1:30 - 4:00. Roy Beady Bonneville Power - Cha set up with

him. RC - Who will be there for 2nd half? (Interim ranger. She scheduled the meeting. (Feb. 2.) Assuming the 16th remains on schedule, good time to pick up loose threads. 16th - set aside 1:30 - 4:00. We can fill all of that - never run out of things to talk about.

Travel Management Plan Forest Management Plan - not covered.

Revise power-point - Not covered.

Presidential memorandum-mitigating impacts - Not covered.

Administrative Officer Study Session January 25, 2016 (following planning study session)

(Note: The following conversation seems to combine the next 3 items.)

Capital facilities-Department Relocation

Fairgrounds restroom-review Being worked on. We can put out for competitive bid or go to small works roster.. Septic system only had one bid. Have to take total project amt, but even without cost of sept system and restroom, was still under threshold for competitive bid. How do you want to do this? SK - do a bid. that opens it up. PH - small works roster folks get the advertisement too.

PS&E-bid packets Jones Hall/Fairgrounds- Office update-review PS&E - PH - PS&E came in at \$83,000. Reduced size of restroom. Ben still working on getting bids out. Still a couple of issues on how to orient the rest room. My original theory - septic runs off the well, goes to line to community green field. My idea was to set it off from N_S line. In future, building could be pulled back. Larry had it the opposite. Probably doesn't make a lot of difference. SK - so the only one who knows the most is Marie? Confusion. This is new bathrooms. More talk on orientation, history. SK - septic put in by Dept of Ag grant? Lanie - yes. \$50,000. PH - we still have \$90,000...that was a our target i n reducing scale of building. SK - want to make sure we are meeting the match ratio for the grant. PH says yes. We should be OK. Lanie - yes. &190,000 is what we need to spend. We have already spent \$48,000. We have a match for that grant, so need to spend \$100,000. SK - We could use 50 out of the 90 to match the grant at 50. So 40 is all we have to come up with. If the project is around \$190,000. PH - fairly lost . Thought in past discussion, we had \$50,000 grant - scaled new building back. Do I have \$140,000 to spend, or do I need to add \$50,000? Lanie - I think so. Original eng. set for entire project was \$189,000. We got bid. only bid was very high. We scaled it back - then you became involved. It terms of budget, it's true - grant has a catch - it notes a different amount. Don't know who that will play into anything. RC - maybe something to look into? Lanie - We have \$90,000. We will need to find other obey from somewhere. DT - because we spent \$50,000 already. Lanie - We already spent \$50,000. PH - So the 50 we got back, you want to dedicate that to project? \$140,000 additional I can spend. Accurate? or do I have \$90,000 to spend. DT - let's' get an accurate run-down of everything that has transpired so we do not make a mistake in the math. PH - My instruction was that we have \$90,000 left. Lanie - We know we have the \$90,000. PH - Lanie and I will get together, go through notes, etc. Lanie - We had budgeted \$\$ in cap facilities budget. We haven't decided. SK - I started working on the spread sheet. We have another grant for the grandstands.

We have to match the \$90,000 they awarded us. DT - We need a spreadsheet. Other grant \$\$ have come in in the meantime. Confusion as to whether we have already done the match. I want to see it on spread sheet. PH - We have a designed that brings it into the \$90,000. So Monday, we'll get final detail and run the list of all things at the fairgrounds. Ben discussed with Doug Adams and gathered more info. I will get Ben over, and we can talk about fairgrounds. SK - before we go to Bird Brothers, I want to know what we need to spend what the matching amount is? We can say that we are putting bathroom together ...their restriction is that it has to benefit public. DT - we have to have \$200,000 in reserve. PH - I will be ready Monday to give you a report. Will try to get direction. DT - did they finish the GIS mapping of fairgrounds facilities? Ted has some things. Mr. Adams was going to bring in some info to match with Ted and Jean. Sooner or later, will have a map of where everything is. Ben is now trying to figure out where the tanks lie. Monday will discuss fair facilities. DT - if tanks active at all, can find by eyesight. PH - it's not being used. DT - often even a non-used one will melt the snow. PH - he wasn't successful.

Architectural Services-Beaman

Corrections ceilings/on-site Wed Feb 3, 2016 - Beaman's has contract. Coming on Feb 3 to walk through and put together estimate and packet. Was to be funded out of cap facilities, but I'm not sure you have put \$\$ in 2016 budget.

Jail (added)

Did Noah put in a line? Lanie - We have jail remodel = zero.

Project funding-2016 budget/Douglas County feedback - PH - Doug Cty responded to meet with me and Noah. SK would still like both full Boards to meet. They have 9 Million they set aside. They said they would consider this discussion. We need to bring all to the table. Their other concern was when Noah retires, who will run that place? We need everyone with the Sheriff. PH - I will send that letter off and ask for a joint meeting SK - see why their interest is. RC - if we are trying to plan around that...(couldn't hear.) PH - I will make this the preferred approach.

Courthouse energy project-update - skipped

Review Ameresco/DES email/latest response - PH - One more shot at coming to the table. If it doesn't work, punt to Albert. SK - should our letter go to Ameresco, or to Hurston. She is the one we need to start pressuring because the project has not been completed. AL - we were going to copy her on this. PH - concurs. If we get nothing from that and AL weighs in, that is a 2-pronged approach as to DES and Ameresco. SK - If we contract with DES but have a contract with Ameresco...? AL - issue is getting the parties to agree to perform the contract how it is constituted. The proposal was a letter from Haxton that we should consider several options. Harry's draft is responsive to most recent letter, which talked about proposal that local drillers drill. Came back 1) Either local drillers guarantee 2) County pays for it. We do not agree with either approach. AL - procedurally, we should respond to Haxton's letter He makes some offers that are like an olive branch, but more recently not so. PH - Should write Haxton, cc Kirsten. Then we can agree on next steps. DT - agrees. SK's point is good Haxton out to lunch. He goes back to

verbiage that everyone agreed upon would not work. Hydrogeologist is out to lunch. AL - Letter that Harry drafted states that you need to talk with the local drillers. But they won't even talk to local drillers but wants a guarantee. AL/DT agree they need to come and talk with local drillers first. PH - doesn't hurt to keep the momentum up. SK - the letter is being signed (they are passing it around.)

RCO letter-parking lot land exchange

RCO - PH - will have on their agenda to talk about it. We are not yet asking to approve an exchange. We have enough info that these exchanges are possible. At certain point, I will get the e-mails together. You can decide when to initiate the first steps. My recommend is to go to public hearing to talk about the exchange itself. As a land exchange, it has to go to Superior Court. Must say that it is for the public benefit and land you are getting is equal or greater value than what you are giving up.

Martin Hall - Juvie

PH - Ad published January 20, 2016 - We did get the ad in the paper (foil?) citing public input Gazette, Chronicle, MVN. PH - Website postings update - All the material at Huston's disposal is on there now. We are building the notification list. PH - Rabideau in Oly now. Next Discussion February 23, 2016 8:15 a.m. BOCC and Superior Court scheduling needs to be done.

Oroville EMS - PH - I have a draft ready to put together. When a gov't entity leases to a private individual, we are required to pay at least ??tax. I will do some research. I will plug in figures today. We should be on a last draft.

Review rental figure/ Leaseholder tax contract update - still working on this.

2016 BOCC work plan Continued discussion

Initial Attack-staff instructions RC - kind of in hand of legislators now, where to put in form of a bill. We testified on Thurs. Had support. Brian Blake chairman of committee. Discussion was favorable. Goldmark went first. It was (can't hear.) SK - has DNR adjusted request for 24 million? RC - no. I listened to Joel and Shelly on radio this AM, and this was still the amt. I also said we need \$\$ for training. I think they are on board with this. SK - along those lines, at why point, knowing and seeing how Oly works, do we send a letter to Goldmark and put it on record that this is what we are asking for, and copy the legislators rather than assuming they understand? RC - I do intend to give Jerry Brandt (Gary Burndt?) a copy of what we are asking for. I think the message is there. SK - Am just a little concerned because Mary was at that meeting with fire people and heard the concerns, but they have not come forward that out of the 24 million we are going to block out 2 million for (?) RC - we need to keep our ears open. Probably a phone call with Kretz would be good. We need to get a letter or whatever. PH - do you need anything from me? RC - comments that can't be heard.

6) FEMA Reimbursement update - PH has now signed for project worksheets, all geared toward pub works. They got a bit of a jump on current expense stuff. They did receive generators (Twisp did.) DT - Now they are wanting \$\$ for full funding? RC - No, they were charged \$28,000 but said they didn't sign the order. She said they told her it was a reimbursable amt. PH - not m understanding, but rules change. RC - we will see what happens. This is what I was told. PH - Not what we did in 2014. Each City submitted own project worksheet. Maurice has been on front end of discussions. In terms of what we've submitted so far - all pub wks expenses. Keeping in mid that project worksheet goes back for review, and if approved next step is an A19, which is the basis for Cramer. More lengthy and somewhat confusing discussion. PH - wild card (I don't know if BOCC have talked with Maurice in detail recently) the three prongs are 1) current expense 2) operation center expenses (for which no one has been paid yet) 3) In terms of creating local protocols as to whom you call and to whom you wish to respond...Maurice is putting together protocols that will keep this more tightly controlled. When you implement operation center and people show up, sometimes things get ordered that no one cows anything about. You have non-local people, it takes on its own life. I will hook up with Maurice. RC - brings up some issues about reimbursement. PH - Good news is that things are moving, some project worksheets done.

2016 Work Plan - Budget

High on your list when we talked last was budget process. To that end, took your draft and sent back for your review. It goes thru and explanation of how you arrived at 2016 budget and some protocols of how you will administer 2016 and then begin on 2017 budget. In recapping: Will sit down next Monday and work out fairground first, the big move is still in the works. I have put Lauren to work out freshening up our proposal and will get that ready.

Memo summarizes discussion with finance committee last week. Need to spot possible grants early. Is grant revenue not coming in because we are not spending or ?? Get ahead so it doesn't pile up until end of year. Monthly records should help. Will have quarterly meetings with Dept heads and will ask for an update on expenses and revenues. You would have dept reports monthly. Quarterly meeting would put the other reports in context. SK - clarifies we will try this out to see if it works. RC - keep in back of mind that we might need to assess reports monthly. PH - by looking at monthly reports, you could formulate questions for quarterly meeting. PH - we are pretty much monitoring the health of our economy so we can come up with a preview so that in October the job is not so large. Will have an idea of expenses and revenue. SK - bottom line is that everyone needs to stay within their (guidelines) I made a couple of minor changes. Instead of closing Prince's, wrote down as downsized. DT - Last report on mill was that if they can get permit, they can stay. PH - my opinion, the magic in budget is staying on top of all these types of things all the time. A big job. People tend to underestimate the importance - if you keep running list - the more you can keep on top of it, the easier it is to put the budget movements in context. If you get new construction report...what are they? Replacement for fires, or new enterprise? Then you know why the numbers are doing what they are doing. Will make budget process less stressful.

One subject was security. SK - are we ready to send our memo or not? (*Seems to be a memo to Prince's*) Now it is not closing. RC seems to be reading memo Sheilah wrote. RC agrees with

memo, with the change she made on Prince's. SK - only other area clarified is that we want them to not only do this on 2017, but for 2016. (Seems to be a memo to departments?) PH - Clerk of board will clean up, then send.

Security Issues

PH - How do you want to structure any future discussion on security issues? Sheilah we need to do something - whether one entrance at courthouse and/or metal detector. Until we get whole big move figured out, maybe we can move ahead on this. RC - always brings up, because the lower landing is used for parking...it puts a little more of strain on parking. Nonetheless...PH 3 things necessary to make this work. 1) Physical structure 2) equip installed at points and staff that monitors. 3) secure other entry points. If have security entry points, everyone has to go through these. This is security. Could begin w/clerk of board...good place to start.... bubble chart, flow chart - figure out where most people come, then where most of them go. Don't want equip and staff at the least-used entryway and lock up the others. /Need to figure out flow thru building. If idea is to have good security, you can...if less compacted security but acceptable....? every time you make an exception, you reduce security. RC - ideally, if this was the law and justice building it would be much simpler. pH - logically place to start is to grab the floor plans and begin to...RC - I can tell you the main point of entry is the stairway in front. So how do you get a wheelchair up there? How do you make it work? Will we have a different entry for for them? PH - can do, but there is an increased need for staff. RC - We don't have this in budget. SK - Reason this came back up is because corrections officer was around the halls. With Norah's reduction (?)in staff, he's been brought out to corrections. This concern has now been brought back. Rob was going back and forth. Maybe we should ask Dept heads whether it is still an issue or not. If we ask staff, should probably be someone who is already in corrections rather than someone else. They can carry gun, whatever is needed. RC - Need discussion with Sheriff's dept if we add someone, what they are qualified to do. PH - First dept head, or first sheriff?.SK - would say whoever is in that building down there. Obviously, Assessor's office has dealt with issues. Noxious weeds - usually the first door people come to . Have conversation with all of them and ask for input. PH - I can come up with tentative agenda of dept heads from that building and go from there.

3:05 - HUMAN RESOURCES: "Debbie" (New Human Resources person?)

PH - A couple of letters under personnel issues sent to you yesterday. If already dealt with, disregard. SK - one has, one hasn't. But have we seen Josh's signed contract? Lanie - no. Josh needs to sign. It has been sent to him and corrected. but haven't heard back from him. Debby - do you see him tomorrow? I e-mailed him the contract with fixed accumulation info. I attached contract. PH - if outstanding how to proceed?

Debbie: Two applicants SK - since interviews last week, have received an add'l application. Have it as open until filled. Do we want to review this app and set up for interview? DT - told interviewees we wouldn't choose until 2 weeks. PH - so we will talk about people later.

Admin officer position - packets in mail. Lanie and I carved out 2 slots for interviews this week. We have 4 applicants. SK - tomorrow at 10:00 would like to go over all applications and discuss. Will let you know which ones to schedule for next week. PH - don't stretch out over long time. PH - summary. Tomorrow going over how many to interview. come up with some scheduling possibilities tomorrow.

Lanie - when Debbie and I looked at calendar: Ray is gone Sheilah gone Wed. 27th, thurs/Friday. SK - how about Wed, Feb 3: (Detro is gone evening roundtable.) Thurs - we talk to legislators. Detro back on 16th to work. Cant wait that long. DeTro We could hammer out and I could call on phone. DeTro - Friday - ECOG in Davenport. Quad County on 12th of Feb. DT - could squeeze one in on Citizen Comment period if no one shows up. PH - suggests because of the dynamics, starting back a number of years ago that you have a very formal process. Be sure everyone has same amt of time, same questions. appearance of fairness is very important. Block some time and approach quite formally. DT - during this time of year, everything very difficult. legs session, ECOG, fire issues. SK - need to discuss this when reviewing applicants during exec session tomorrow. PH - will hit the ground running at 10:00

New orientation I sent you. What do you think about it? SK - date is 11/15. That's when Perry drafted memo. I revisited & tweaked. Format easy, etc. SK - looks good. If for orientation, might muddy waters - should we clearly outline from advertising (job announcement) role of human resources, elected or appointed. PH - should go through all steps for HR? Who does job description? Background checks? Criminal history - should be fixed protocol. Debbie - how do you approach drug screening? Pub wks does it, but how about whole county? SK - sticking point is union contracts. Other questions - if an elected official hires an employee, it's their employee - but everyone here is a county employee. Difference - some employees represented by union, some by us. Needs to be discussed. PH - take it from vacancy to hire. Say who does what? Is internal hire treated differently? SK - we need to have the likeness of what is going to happen to everyone. If internal hire, will they follow all the other policies? PH - create a critical path. SK - do we send memo out now and say we are working on a complete process? as fast as we try to work, it seems to take 3 weeks until we get it back.

Debbie - good basic - as far as to what comes to her office. Needs to go out so it can be outlined. Where personnel manual is not clear, need to revise that. SK - best way? Do this as a memo. we are going to revise person. policy updated. We can refine everything in the personnel policy so that it is the same for everyone. SK - there needs to be consistency, allowing no doubt re fairness. The expansion will take place in our policies.

Debbie - Final discussion re computer program, powerpoint on .. need final approval. Found out about webinars on job descriptions. Goes through all laws, updates, etc. Free. Over 500 docs you can use for whatever needed for personnel. I would go into software and google there, and it will bring up appropriate documents. Currently used \$475 of my training budget goes into employment law book. Prior managers had it (Raelynn, etc.) Any time there is a state law, it is updated. I did a webinar with it. One year \$1600 for me. If more than me (not strictly HR) you can get license for someone to use it, like say excel. You can get different number of people, up to \$3,000. My budget can handle \$1600. The conf this year is not in Maui. I would't have to travel for trai-

ning with this. Other than that, should be able to get everything online thru webinars, powerpoints, etc. Would like approval to purchase this. SK - does your budget have the \$1600 to cover? Debbie - has \$1,000 in training and 500 in misc 1700 for travel - wouldn't be using. There is more than enough. My invokes of past couple of years - I would still be way under budget Advertising comes out of civil service. SK - question to Lanie about line item. If transferring from within our budget, just a straight transfer. If had to come from a beginning or ending balance....more complicated. Last year, conf back east spent \$750. (Was that Raelynn?) Need at least \$1700 for training budget? Lanie does calculations. SK - moves to approve expenditure for HR training budget. Asks for staff to work this out.

3:40 - exec session for 15 minute to discuss qualifications of candidates for public employment.

Notetaker left at 3:45

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