

**Board of Okanogan County Commissioners
(BOCC)
Jan. 30, 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 (Deputy Civil Att.)
Tanya Craig – TC (Risk Manager)

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Department Head Meeting for County Goal Setting (Sources of County revenue, Courthouse Security, Consolidation of Criminal Justice, Emergency & Communication Center, Committee to Examine Courthouse issues, Medical Insurance, Vehicle Replacement, Building Department Fees, Website upgrade), JD shares commentary, WSAC meeting, Chief Civil Atty Compensation, Attending Public Lands Commissioner rollout, Public Comment, Possible Move to PWorks Bldg, Various Motions, PWorks supplement budget, Fair Facilities, WSU Extension MOA

8:30 AH, CB, JD a few minutes late – gets phone call and goes out for a while. This is a special all **Department Head Meeting for County Goal Setting** session. Initial goals list as compiled by PH is presented at opening. In no particular order:

1. Courthouse Security/Public Access
2. Campus Security/Office Location
3. Update Personnel Manual
4. Communication System/Internal Emergency
5. New Salary Grade
6. Vehicle Replacement
7. Revised Fee Schedule
8. Emergency Cmu Ctr
9. Reinstate Dept. Head Mtgs
10. Radio Network Extension
11. Medical Insurance
12. Comprehensive Plan
13. Critical Areas
14. WRIA 49 Plan
15. SMP

PH brings out possible **sources of County revenue**: Increased fees (Building Dept., Planning and general Fees), increase in voter approved taxes (0.1% Communication tax – has to go to

County Communication, 0.3% Public Safety – has to be shared with cities that have this tax and a general Property tax increase above the 1% per year allowed by state law.

BOCC begins by talking about **Courthouse Security**, an ongoing effort to address shortcomings. One effort is to move non-Justice related functions to other County buildings in order to consolidate Justice efforts into the Courthouse and develop a more encompassing security arrangement – a limited, screened entry as an example. Discussion is focused towards moving Noxious Weeds and WSU Extension to the Public Works/Public Health Building into empty space in that building. A general discussion of logistics, costs, feasibility, timing entails. The pertinent department personnel provide input and concerns with the outcome being that the basic idea is a positive start and to have a small group get together to work out the details. This will allow Criminal Justice to consider the use of the vacated space in the Courthouse – possibilities include but not limited to are Probation, Public Defender's space.

Issues that need to be consider is 1) tradeoffs in security, ease of access and need for emergency exit, 2) costs, 3) connectivity to network and other communication, 4) maintenance and upgrade needs at Public Works Bldg and other locations, 5) not ignoring other alternatives – i.e. Hancock Bldg, 6) Need for Treasurer/Auditor for more office space – move to Admin Bldg? (Virginia Grainger Bldg) – this opening up more Courthouse space for Criminal Justice consolidation and helping Treasurer/Auditor needs, 7) need for Public Health to honor HIPAA needs for privacy in its normal business if more County functions share their location. Other issues are speculated on but an overriding concern is the costs and how to finance the security, upgrades and moving of offices.

TC – there is an old plan for **consolidation of Criminal Justice** to the Courthouse and a move of Auditor & Treasurer to the Admin building. Treasurer – there is not quite enough space at the Admin bldg but it might be possible to narrow the corridors to give more office space.

CB - There are short-term needs and long needs that have to be balanced. Finding short-term choices that will not interfere with or add additional costs at the long-term need to be part of the consideration. AH – if the County wants to sell the Public Works building there is a question if a buyer is out there. The County would need to assess the market.

CB – there is already a small group of people interested in studying moves into the Public Works bldg. They will look at the logistics, the costs, needed physical changes, maintenance as well as other issues.

There are other comments on using the Noxious Weeds & WSU Extension current space for Criminal Justice functions such as Probation and Public Defender– other needs area a need for a backup generator, costs, connectivity and 911 emergency upgrades.

AH – brings up that there are possible funds for a 911 Emergency from the 4-County capitol dollars. PH – there is a possible avenue to establish a new **Emergency & Communication**

Center would free up space for a lot of moving and consolidation. There seems to funds to move in that direction. Short term is to look at cost and feasibility of WSU & Noxious Weeds to Public Works bldg, then bring in long term analysis. CB – Courthouse security is both a short and long-term consideration.

DR (Dennis Rabidou) – there is a current **committee to examine courthouse issues** and it wouldn't be a good idea to expand the committee due to increased schedule conflicts, cumbersome size, there is already a big agenda for the group right now. Sees the movement of Noxious Weeds and WSU Extension being another group that would communicate back and forth to the Courthouse group. Moving court functions into WSU Ex & Noxious Weeds might increase security risks. TC - Counter statement is that the long-term desire to move to a single secure entry in the Courthouse would solve some of that security issue.

Proposed Move Committee would include Public Health, Public Works, Noxious Weeds, Probation, Public Defender and will communicate to Courthouse group (DR). Ben Rough will be in charge of organizing the group.

Medical Insurance – AH - premium costs are up by \$211,000 in the Union Contracts. TC & AH have discussed a local Union pool with a variety of entities to bet a larger pool for cost savings. AH will get involved in looking at the possibilities for cost savings and keeping the same benefits. Pay Scale – Currently the County has many pay scales across many County departments. There is a desire to move to a common pay scale across all County departments. TC, LM and BR are on a group looking into this. Public Health (LJ) wants to give input from their issues but not be on the committee. AH comments that no matter what comparisons or job function there always needs to be a recognition of the reality of the prevailing Okanogan County wages.

PH – During this whole process there needs to be an establishment of progress check points. BOCC will use their current Department Head meeting to get semi-monthly progress reports. Also will want reports any time there are significant developments. LJ will coordinate agendas and schedule.

Updating of the Personnel Manual is being worked oh by TC & DH. They are cleaning up, consolidating and separating out an Admin and Personnel functions. Also there is a reorganizing of computer files to consolidate and simplify, there will be an HR and Admin components.

Vehicle Replacement – discussion of a possible use of a portion of the juvenile tax to establish a vehicle replacement process – an ER & R schedule. (Basically a depreciation schedule where a Dept. puts money into a pool on a yearly basis to cover the cost of a replacement when the usefulness of the vehicle for that Dept. occurs. This system is currently use by the Sherriff's Office and Public Works Dept.). LM (Treasurer) cautions that the funds in an ER & R program have been swept up into the general Current Expense fund in bad times in the past. This did away with the whole purpose of the plan in the beginning and proved a hardship on departments.

BOCC would have to exercise great restraint if the plan would be effective. Another possibility is a broad central pool for sharing of vehicles between departments and the usage paid for by the mile for ER & R purposes. It is mentioned that used vehicles might not fit easily into a program like this. JT (Public Works) points out that they often buy used vehicles in their ER & R program and it works fine. AH – basically comes down to deciding which vehicle goes into an ER & R Schedule. LM – also there will need to be a commitment to “holding firm” to the ER & R philosophy. AH – also need to be committed to departments funding on a yearly basis. BOCC needs information from the departments for vehicle types needed, mileage & lifespan information also. JT - An ER & R also covers maintenance, minor repair, scheduling and purchasing. Not required to use an shop, and Public Works would just manage program and do what is necessary such as paper work, billing, etc. CB – needs to think about mileage/efficiency needs when departments thinking about a vehicle, not to “overbuy” a vehicle.

Building Department Fees – AH wants to look at a new building department fee schedule. He does not want to look at any tax increase for 2018, but might study for 2019. Need to look at items currently on the table before getting too far ahead. PH – points out the various tax possibilities he presented at the beginning, all need some sort of voter approval. Other small counties are already using the 0.1% communication levy to help with expenses.

Website upgrade – TC expresses a need to meet ADA requirements. One proposal that TC has would include an emergency warning module. One part is also an internal campus warning system as well as the public component. Would also include an intrnet for forms, etc.

AH will send out an email on personnel committee to see if more people want to be involved in on Department Head meetings.

10:00 - End of Departments Goal session.

10:22 **JD shares commentary** on Snake River issues. Shares a comparison of two Fed. Government shutdown on how handled consequences of what was open and not open.

Pateros mayor inquired about next **WSAC meeting**. CB and AH look into the next meeting dates.

AH – a discussion of change in base pay of **Chief Civil Atty**. Current pay is at 102% of low end of comparable counties and is at 95% of high end. Comparison with Chief Civil shows that the Chief Civil generally gets a higher pay then the Chief Criminal. AH – need to take in quality of job and living cost issues.

There is an overall discussion of CB **attending Public Lands Commissioner rollout** of strategic items to be held in Olympia in lieu of JD.

10:42 BOCC - reviewing computers, various items on correspondence, working quietly.

11:02 AH leaves until 1:30

11:15 JD out of room, CB working quietly, JD returns at 11:16, leaves again.

11:26 CB – discusses hotel issues in Olympia area with LJ.

11:50 Lunch

1:30 **Public Comment** – short discussion of overlap of note taking function and County Committee work.

1:45 BOCC reading computer screens, looking at correspondence.

2:00 Public Works: **Possible Move to PWorks Bldg.** BR, AL (Annie Lyons – Weeds), WSU Ex - discuss possible move to Hancock or PWorks bldg. Feels that both sites would work, prefer neither, some preference for PWorks. It has more flexible space and easier network connection. BR – rental is by Sq. ft. Since heat pump was fixed the bldg has a much more comfortable feel. Some windows are draft. Just need to do some reasonable maintenance. AH – maybe establish a repair & maintenance schedule, budget and move ahead. Weeds/WSU feel might need to moderate temperature as “too” comfortable – feels hot to them. PWorks & PHealth both feel the space is too cool. Weeds/WSU area maxed out in current offices in Courthouse and PWorks bldg would be an improvement but so would Hancock Bldg. Goal for them is a full move by the end of month regardless, particularly for weeks as their field season prep would make a physical move very difficult.

As PWorks, PHealth area is used as a secondary backup for an EOC (Emergency Operations Center) renting that space to Weeds/WSU would require a reconsideration of another secondary backup site. There is a quick discussion of alternatives and there is a reminder that Dennis Rabinou needs to be kept in the loop.

2:52 TC – went over Union contract with DG, changes did not affect employee rights.

Various Motions:

- Approve Solid Waste for Jan – Dec, Passed
- Accept Inland Empire Teamster Trust for PWorks employees
- OK. Co. Teamsters approved for PWorks Road employees Contract
- Inland Empire Teamster trust for PWorks Road accepted
- Inland Empire Teamsters Trust PWorks Professional/Technical/Clerical, Passed
- Okanogan Co. Teamsters for PWorks Professional/Technical/Clerical, Passed
- Teamsters 760 for Okanogan Co Employees, Passed
- Inland Empire Trust for Juvenile, Passed

- Teamsters 760 for Juvenile, Passed
- Approve Resolution 9 – 2018, PWorks supplemental budget

PWorks supplement budget request: it fixes a discrepancy in BARS coding where money transferred around needed to match BARS codes.

- Resolution 20-2018, Passed

BOCC discusses **Fair facilities** moving to Current Expense item. LM wants to be on record as opposing. BOCC supports being fiscally responsible, also to allow for better integration of County services and a need to be careful about monitoring Fair expenditures and revenue.

- Resolution 11-2018 dissolves Special Purpose Fund for Fair and creates a Current Expense fund for Fair.
- BOCC approves Consent Agenda (Omits MOA for WSU Extension for further study)
- BOCC examines an employment agreement, Esther Milner, at the Prosecutors Office

BOCC discusses **WSU Extension MOA** and appropriate BARS code

3:45 Note taker leaves for another meeting.

