

Board of Okanogan County Commissioners

2/21/2017

JD - Jim DeTro (BOCC)

CB - Chris Branch (BOCC)

AH - Andy Hover (*absent*)

LJ - Lalena Johns (County Clerk)

PH - Perry Huston (Planning and Development, Administrative Officer)

AL - Albert Lin (Deputy Prosecuting Attorney)

TC - Tanya Craig, (Risk Manager, Deputy Clerk)

DH - Debbie Hilts (Human Resources)

Josh - Fairgrounds, maintenance

Joe - Facilities maintenance

LM - Leah McCormick (Treasurer)

SR - Skip Rosenthal (Okanogan County Behavioral Health)

CH - Cari Hall (Auditor staff)

LT - Laurie Thomas (Auditor)

Summary of significant discussions

Staff Meeting

Subjects discussed were judged routine by the note taker.

Finance Committee Meeting

Current Expense fund (i.e., cash on hand) is about \$2.9 million, but LM recommends paying off a \$1 million loan; the balance also includes a transfer from Public Works that apparently is a payment for legal expenses. LM noted that the real balance for the fund is more like \$1.7 million. CH provided a number of different financial reports that are intended to help the commissioners and others to understand county finances. Commissioners expressed that the reports are helpful.

Bids for the fairground bathroom projects are about twice the previous estimates; grant monies have already been spent. Options for funding were discussed. CB expressed the need for a prioritized capital projects plan that would include the bathroom project. The procedure for developing a plan was discussed. CH noted that the county cost-share for the bathroom project has already been committed. JD expressed support for going ahead with the bathroom project.

LT reported that she is working on the mandated annual report and that she is having difficulty getting the information she needs from some department heads. Requirements for reporting were changed in 2015 and have caused a lot of confusion. The need to educate department heads on new requirements was noted.

Bid Opening - Conconully Road RAP Project

Two bids were received. Central Washington Asphalt won with a bid of \$757,065.20. The engineer's estimate was \$650,000. JT will investigate the reason for the difference and report back.

Update Public Works

ATV use on county roads was discussed briefly. Commissioner Hover (absent from meeting) is meeting with some unidentified groups on the issue. The legal aspects for signs, which are different for ORV's vs. WATV's were discussed. CB suggested color-coding roadways and maps. The need for a separate session to address the subject was noted.

Personnel needs were discussed. Landfill holiday schedule was discussed.

BR informed the commissioners that an employee who just resigned claims a misuse of funds relating to the grooming of unauthorized (snowmobile?) trails. He forwarded the allegations to Washington State Parks. Staff is compiling logs of the grooming that has been done. BR assured the claims are unsubstantiated. He has met with Parks and offered to open the books. He reported that Parks seemed satisfied, but that he wouldn't be surprised if the state auditor's office is notified.

Staff Meeting

9:05 Meeting begins

AL - 2 issues, prefer that whole board be here. Will pass until this afternoon.

PH - Need to pick up agreement for bathroom.

JD - 650,000 BTU for \$120(?)

Josh - A lot cheaper than (?) (discusses water in the Agri-plex)

JD - water dams up in parking lot.

DH - Is it undermining the foundation?

JD - No.

PH - Got to believe that if it remains inundated long enough...

Josh - Main problem is snowpack (too rapid to record)

CB - (Inaudible, something about his own experiences)

Josh - Wondering about wiring. After I did shut it off, the plates were hot. As of today, the water was still (?)

TC - Debbie & I are requesting to go to LERA training. (Shows papers to commissioners). AH might want to go. Broke it down for Debbie & I to share a room. Commissioner Hover has someone he could stay with.

(Discussion with LJ about the feasibility of using Skype)

TC - Sent a training request for (?). All unions are on board with changes. Risk management is almost complete. Quite lengthy, 10-12 pages, encapsulates all of losses last year. Want to know if commissioners want to schedule a separate time.

AL - It doesn't involve any litigation?

TC - No. Public record.

PH - Recommend scheduling some free-standing time.

TC - Right. Don't want to monopolize entire staff meeting (*agreement*). Last thing - AH tasked me with collecting incarceration costs charged by other cities. AH asked to look at where we are now with daily rates. (*hands out papers to commissioners*) When (?) comes in I will get you a complete analysis.

DH - Anticipate losing 3-6 law enforcement in the next few months. Am looking into laterals. Sent out questionnaire about training (*Business Legal Resources - Training Today*). I get automatic email sent to me when someone passes the course. Keeping track of those is a separate email file. Also ran the report.

CB - That way you know. Take away the excuse that they didn't have the training.

DH - Wanted make them mandatory. That went by the wayside.

TC - Can't make it mandatory for elected officials.

DH - One elected official who is very doubtful. One program manager who is very interested.

CB - Are they concerned about the potential for overtime?

(too rapid)

CB - Could Public Works use this?

DH - They are very regulated. They have their own training requirements and are very diligent.

CB (to Perry) - What do you think?

PH - I think you could make it mandatory. Did that in Kittitas County.

DH - Other counties do.

TC - Just that we are just starting.

JD - Like Perry said, make the elected officials sign off for their responsibilities.

LJ - Sent out an email asking elected officials for a meeting. Will include a discussion of training. Don't have a time scheduled yet. Tuesday lunch meeting.

PH - Might consider setting up a retreat with a moderator.

CB - I think we need that a lot, but it will take more time.

PH - But you will get more done.

(discussion of the advantages of a retreat)

T - We had regular department head meetings at one time. Does anyone know what happened to those?

(More discussion of the difficulties of getting meetings together, scheduling)

LJ - Will send out another email, suggesting a longer meeting, more of a retreat. Shall we provide lunch? *(discussion of lunch options)* Begin late morning, work through lunch.

TC - Would like Debbie and I to be included, if possible. There is a lot of confusion about what we do.

PH - Start on time, work through agenda, end on time. Make sure it matters, people will come. Otherwise it will be a meeting of two.

JD *(to AL)* - Did you want an executive session?

AL - Yes, I do. With Perry. 10 minutes?

JD - Make it 15. Tanya, are you finished? *(One last item, too fast to record).*

Joe - Only thing I have, automatic door opener. Make sure we turn it off at night.

LJ - Will put it on my checklist.

J - Parking lot starting to tear apart.

LJ - Undermining pavement.

Joe - From the snow. Should have been sealed years ago.

LJ - From the way the building is oriented - don't know where that water is going. We had a big sinkhole a couple of years ago. Suggest we put it on facilities maintenance plan.

JD - Throw a chip-seal on it.

CB - This would be a rebuild, wouldn't it?

Joe - Yes.

9:45 CB moves to go into executive session for litigation purposes. 15 minutes. Passed

10:00 LJ announces 10 more minutes in executive session.

10:10 Finance Committee Meeting

Finance Committee Meeting Agenda

1. Cash on hand and investment balances for county funds
2. Sympro investment summary report
3. Financial revenue and expenditure reports from County Auditor

4. Discussion 20 year non-voted bond for improvements at the fairgrounds (\$400K-\$500K)
5. 4 funds went over "bottom line budget" in 2016 (Misc. Funds)
6. Possible re-payment of \$1,000,000 of Interfund Loan by 2/28/17
7. Annual reports (explain the importance of the data requested from departments)
8. On-going 2017 budget discussions
 - i) Line by Line budgeting vs. Bottom Line budgeting (reason why to do one over the other)
 - ii) Dept. Head meeting concerning 2017 budget process
 - iii) Jury Mgt. position
9. Other discussion

LM - Current expense includes a \$1 million (?) loan that is a monkey on our back. Also, Developmental Disabilities is overspent. Capital Improvement Tax. That is a REIT. Need to keep an eye on it.

One page investment report. A little more than \$77 million invested. Portfolio overall is looking pretty darn good.

Last week in Treasurer's meeting. *(Describes new, better investment)*

CH - Based on last month's conversations - tried to do simple summary report. First report for January - what we have always done. Need to ask where we should be at.

LM - Treasurer's office high in January because we just sent out tax bills.

PH - Reports are valuable but not a good indicator of revenue. Money from Public Works to Planning for litigation - is that revenue?

CH - Next one. Created a few new ones, see what commissioners think. First one compares this year to last year. Gives snapshot of differences. Great place to go if concerned about big differences. I look at it every month in EDEN.

PH - Good stuff.

CH - Next one, looks at last 3 years for current month. Can see if it is a normal situation.

LM - Jan \$2 million loan, transfer *(to Planning from Public Works for litigation?)*. Really is more like \$1.7 million (?)

CH - Looking for feedback. Is this valuable (Yes). Directed to put on county website, but wanted to get your feedback first. There is a great report I can generate for miscellaneous funds on EDEN. Main website, financial reports.

CB - My test for the public - if I can't understand it, then neither will the public.

CH - Okay. So I will put this on the website. If there are any changes you want, let me know.

LM - *(Discussion too rapid to record)*

PH - Bathroom bids at 2 times. We have gone over it, and that is what it will cost. You have already spent grant. If you go ahead with bathroom you will have used your facilities fund - can't do grandstand.

LM - Need to understand that 2 funds bundled into one bond.

PH - Could bond enough with grant that you have enough to do both. Cost about \$20K. *(Describes a number of funding options, too fast to record)*.. Moral of story, you have a couple of projects, safety concerns.

CB - Helpful to list capital facilities projects so we can prioritize.

PH - Couple of things. Alpha report. Outfit coming in to do assessment. Alpha Building Perspective doing inspections & assessments of county building *(maintenance requirements)*.

CB - Is there a separate assessment for Juvenile?

PH - Juvenile is part of that. We discussed doing an RFQ. Decided to push that aside until we have a sales tax. All of that has to feed into the capital facilities plan.

CB - Need to identify funding sources, priorities

PH - Need capital facilities plan *(too fast)*

CB - Like what Leah said...

LM - Capital facilities fund used to be solid. Then sales tax tanked.

CH - Might want to look at match requirements. Match is already committed for bathroom project. Already budgeted. Don't want to lose that.

(rapid discussion)

PH - Statute - capital facilities plan supposed to go to Planning Commission. Need to decide what we are going to do. Real estate excise tax might carry it. Can't do it as a revenue bond. Receipts not high enough.

CB - Fairgrounds are just an aside. Hope we can look at more potential revenue.

PH - Looked at this before for quasi-conference center. Not going to pay bond with revenues. How do you want to proceed? Need to make decisions on fairground. Walk away from grants or move ahead?

JD - Move ahead.

PH talks to LM about getting together for discussions.

LT - 4 funds over budgets. Try to watch that but it is ultimately up to the department heads.

JD - Letter to department heads quoting RCW. Let them know it could go against their bond.

CH - A lot of them rely on EDEN to block overspending. These funds have an ending balance. No way to block.

LT - Sent out an email to elected department heads advising them to watch their budgets very carefully. They have expressed frustration over invoices being paid late. That is not our problem. They have to make sure not to over-spend.

CB - Could they come to you to ask before expenditure?

LT - Hopefully with a line item budget, they will pay attention.

LH - Job of finance committee, to watch money and be fiscally responsible. We are not trying to cause problems for people.

LM - Looking at revenues and expenditures this Friday. If everyone agrees, I'd like to repay the \$1 million loan by the end of the month. With property tax payments going out - we are getting a lot of money already.

Next item - annual report.

LT - Annual report we are required to do. It is a monumental task. Need departments to submit their grant information. Every year we have a problem with some of the departments.

CB - Is it the same people every year?

CH - 2015, rules changed. Need to report based on revenues, not expenditures. Huge change, trying to educate them about what they need. State award schedule and Federal award schedule are two most important elements. Those need to be clean. The report takes me 4 months.

JD - Need to interrupt. Bid opening at 11 o'clock.

(Finance committee leaves)

11:00 - Bid Opening - Conconully Road RAP Project

JD - 2 bids. First bid, Central Washington Asphalt. Attached bid bond, declaration. Good to go. Base bid \$757,065.20. Second bid, Pipkin \$819,879.00. Apparent winner is Central Washington Asphalt.

JD - What was engineer's estimate?

JT - \$650,000(?). We'll take a look at it, bring it back to you.

Update - Public Works

(JT hands out outline)

JT - Maintenance and operations. Went from plowing to a lot of water over road. Had some overtime. Slush plowing too. No major damage. A lot of water. No big problems yet. Bridge on (?), drove pilings last week. 18" cases down 45-60 ft. Water came up and filled cases. Contractor pumping, trying to get caps before high water. Hubbard Rd., don't know if anything new is going on with surplus properties.

JD - Continuing discussion.

JT - Nothing new on road logs. ATV. Commissioner Hover (who is absent) is getting together with some groups. I have been looking through ordinances and resolution. Resolution is at odd with ordinances. (explains differences, too rapidly)

BR - Need to set ORV aside for its own meeting. Give us time to brainstorm solutions.

JD (inaudible)

BR - Not necessarily a matrix. A little complicated to look at. See it as a document that will be changing constantly. Had a question for Perry whether the commissioners would hear a SEPA appeal.

(conversation too rapid & inaudible)

JT - First decision is what to do with signs, and need a new ordinance. Need something interim or a resolution that I came move forward with. Signs not needed for ORV but they are needed for WATV. Think we need good map and good definition on website.

CB - You realize that illegal use is easier to get away with... What about a color-coded sign?

JT - Yes. We could define that in our own code.

CB - And map. Easy to read.

JT - We could decide that in the interim we are not going to sign, but do them later.

BR - Any symbol, for people who are color-blind.

Trucks, plowing, surplus

BR - So there's two pickups that would qualify. One we want to retain, the other not sure. Trying to figure out what they are being used for right now.

JT - One has a plow.

BR - The one that is here is the one we want to retain because it is used to plow our parking lots. One open for surplus. Trade in value is from \$1,800 to \$4,500.

JT - These have been replaced but not surplused. We charge a minimal amount for their use, for fuel and maintenance. Looking at a big snowblower, DOT surplus.

CB - (?) can get background on some of the surplus vehicles.

BR - We are doing that with the snowblower. It will be coming up for auction.

CB - Is there a decision on surplusing the other truck.

JT - Need to talk to Lyle about it. Will call him.

Printer contract, plotter

BR - Couple of items on the consent agenda this week. Printer contract. Will save about \$250/month. May be able to replace current plotter.

CB - Is this more sophisticated than the plotter used by Planning?

(Discussion of plotters)

BR - Want to scan our old plot maps, archive those.

(More discussion of plotters, costs)

BR - Parametrix contract bigger. This year more than usual. Ten year operational contract with (?) and solid waste contract. Contract for the next 3 years.

Personnel

Discussed this quite a bit last year. Think it is the right time now. Haven't had that position filled in 6 years. Assistant to the roadway manager. Coordinates training to ensure uniform practices throughout districts. Tracking material use. Right now, manager burns out. Need to take the load off. We are proposing that the position be filled. Would like to talk about that in the next couple of weeks.

JT - One of the big things we have found. When Public Works was bigger, there was always training going on so someone would be qualified when a position opens up. Easy to put a dollar on what it costs to hire them. Hard to put a dollar on the efficiency that would be created. That is the direction we are trying to get to.

BR - Chart to provide you with information. Will bring more information for discussion. *(apparently referring to a spreadsheet with labor costs)*. Previously touched on request to expand the steps for two highly experienced mechanics. Is this a discussion you want to have? *(Hands out papers to commissioners)*.

BR - Both came in with over 30 years' experience. Jerry is always promoting how valuable they are. Benefits and retirement are better with the county. Not reflected here. Increasing these employees beyond the steps they are right now, I do support it. Expect a few people would ask why. Have heard that at least one of them is looking for another job.

JB - *(inaudible)*

Solid Waste, driver

BR - Talk about Solid Waste and truck driver next week. Holiday closures, may want to wait for other commissioner. Historically, landfill closed on holiday Saturdays. Employees still work, but can take leave. Some people want the landfill open. Think if we are consistent and post our hours, I think people will get used to it.

CB - Get the word out. Advertise it.

JD - Check website. Make sure I am not going on the wrong day.

Website, cell phones, capital facilities

JT - Thought about redoing website. Not sure we have the people to do that. Phone lines still out. We can call out but no one can call in.

BR - We have been giving out some of our personal cell phone numbers, in case of emergencies. Randy wants to schedule some time to talk about system upgrades. Don't have numbers right now. Are we going to invest, or are we going to sell the building?

CB - Capital facilities list. Include it there. Map for the future, priorities. Look at funding sources. Use prioritized list when we are talking to the legislature. Would like to do that comprehensively.

BR - Think we should keep the building. Don't think we could replace that square footage for what we could sell the building for. But, I know there is a big push to get Public Works up here. But, the phone lines....

CB - Get with (?), explore ideas. Have a discussion about communications, IT.

BR - Effective immediately (someone resigned). Messy. Claimed misuse of funds. Grooming of trails that were not authorized. Forwarded to Washington State Parks. Other groomer compiling logs that we will provide. Every claim is unsubstantiated. Met with Parks, they seem satisfied. Offered to open books. Wouldn't be surprised if state auditor's office has been notified. Wanted to let you know.

CB - Who is groomers' supervisor? Where are the checks/

Budget

JT - One of the funds that went over budget last year.

CB - Overtime?

BR - Some. Last thing on agenda. A lot of issues. Will have a lot of discussions later this year on budgets. Some department heads don't want to show up (inaudible).

CB - Had that conversation earlier today. Thinking about a retreat, then meeting once every couple of months.

BR - You have my buy-in. Think it is a great idea.

CB - Coordinate among departments.

BR - Lot of turf wars. Some of them fictitious, some of them real. Couple of years from now, a huge election season - Sheriff, Auditor,... Think it is important to have as much continuity as possible.

12:12 JD leaves. CB announces meeting is adjourned for lunch.

