

Board of Okanogan County Commissioners' Mtg

6/6/2016

JD - Jim DeTro

RC - Ray Campbell

SK - Sheilah Kennedy

LJ - Lalena Johns

BR - Ben Rough

PH - Perry Huston

AL - Albert Lln

LM - Leah McCormack, Treasurer

V - Vivien (Fair)

2 other staff from Treasurer's office

M - Maurice, Emergency Management

10:00 am. Notetaker arrives.

CONTENT: County Fair concerns; PW possible litigation, Road 4200, hiring, landfill closure; lack of readiness for fire season; planning budget issues; newspaper of record; USFS travel plan; animal control; zoning/CAO; Tonskt/Oro EMS; Juvie mtgs; Cons.easmnt policy.

County Fair Staffing & Internal Controls

Discussion summary: LM raised a number of questions about internal controls on tracking and handling of ticket sales & revenues (see attached memo). She is concerned about security and meeting state auditor's requirements, and wants to ensure adequate communication among BOCC, responsible county staff and Treasurer's office. BOCC directed that locks to the office where cash & sensitive materials are kept be changed. Larry, who has been doing volunteer maintenance at the Fairgrounds was commended; compensation was suggested.

LM - Fair Advisory Committee. No staffing by Search & Rescue; change in ticket prices. Have questions, need to know who to contact about vouchers, invoices, etc

RC - We've heard S&R will be there. That is our responsibility. As far as fees, it is up to us to make sure FAC comes up with a solution. Up to us to make sure money is handled properly so it is not a burden to you.

SK - Will treasurer's office be involved like in the past?

LM - that is up to you. I called them and they told me to talk to you. We are here today to find out? Who is in charge for us to ask questions of?

SK - Vivien, then Lorna

LM - How many people have access to the safe where funds are kept? Who are they? Will the combination be changed?

SK - any time staff changes.

PH - who is in charge of changing combination? Who has number?

SK - Vivian & Lanie.

(Discussion of options for new locks - electronic, manually changeable, etc)

SK - all locks? That could be expensive.

PH - prioritize locks to sensitive areas.

Vivien - office doors that access safe. Don't want responsibility for money when I don't know who has access. We are missing a set of keys. Eight sets that we know of, have accounted for seven.

(discussion of who has access)

Vivien - change 3 office doors. That's where our money, information & computers are.

PH - who is in charge?

JD - Vivien.

(discussion of locksmiths - Ron Race, JD has contact info)

LM - Who is doing prep work before & after. Vivien? *(yes)*. Who is monitoring gates this year *(BOCC is working on it)* *(Discussion of rates, armbands -*

RC - *CAC is responsible but must satisfy Treasurer's concerns*

LM - Question 6 - who is vouchering for the warrants before the Fair, tracking checks, etc? *(Vivien)* That addresses questions and concerns. Talking to different people, it has been all over the place.

SK - Kathleen has been covering because we haven't been able to hire a manager.

LJ - With Vivien coming up to speed

LM - want to make sure internal controls are in place *(general agreement)* Attached a sheet showing tracking of armbands and money by each shift of ticket sellers. Not just counting money, have to track numbers and colors of armbands. Concerned about fare changes - how many tickets, at what rate. Family passes, \$30, but different numbers of people. Have to track both.

Vivien - so Treasurer's staff will be there at every shift change?

LM - yes, at least one, sometimes two. Can get crazy, especially at rush hour. *(Discussion of shifts, maybe changing those)*

RC - concerned about elderly, disabled waiting in heat of day. Hard on them. *(More discussion of shifts and gates)*

LM - want to keep lines of communication between us, BOCC & FAC. *(Thanks commissioners & leaves)*

Vivien - Lonnie came in this morning & she was unhappy...

PH - suggest going in to Executive Session with Clerk of the Board & Vivien

SK - So moved, 15 minutes? *(Seconded, passed)*

10:53, commissioners return

PH - what are my orders?

RC - work with Lanie

PH - suggest (talks too fast; commissioners agree)

SK - living where I live, have seen how much work Larry is doing at the fairgrounds, changing sprinklers, greening up the place, saw him at least 3 times yesterday. Amazing how much work it takes. Want to thank you.

JD - agree.

Larry - it has kind of fallen apart.

RC - have gotten some revenue in in the last couple of years. Have watched it deteriorate. Need to get it back into use.

Larry - Ray talked me into it; wasn't looking for a job, but am enjoying it. Grass is growing good; now we have to start mowing.

SK - have tried to get a facilities manager to do all that work. Believe you are doing all this for free. We appreciate that. How much more do you want to do. Think we should be compensating you. Let us know.

Larry - whatever you can afford, I guess.

PH - can hook up with Debbie, come up with a structure for compensating Larry *(agreement)*

Larry - I'll look into it; am pretty familiar with it. I'd like to see the fair succeed, but you need to pay more premium points. That would help the agriculture, starting next year. Get more kids raising animals. Each kid will bring in 10 adults.]

RC - that will get you on the advisory committee. We have an opening. You can coordinate with Vivien.

(end of discussion, Larry leaves)

11:03 Update - Public Works Administration

Discussion summary: More than half the weekly study session was spent in Executive Session discussing possible litigation with staff and outside legal counsel. BR discussed developing a mechanism for paying staff from the Auditor's office to provide assistance when Public Works staff are on leave. BR discussed the need for an additional engineering technician and a half-time secretary; USFS Road 4200 did not qualify for Title 2 funding this year - BR thinks that support from the County, ATV club and snowmobile users might help. Landfill will get a new scale next year. Commissioners expressed concern about the growing size of a state-

mandated fund for future closure of landfill. SK inquired about status of filling vacant truck driver positions & questioned when it would be time to contract the work out instead; BR described new announcement and expectation of getting qualified applicants in the next week.

BR - request executive session, including Rocky Jackson by conference call & Vivien to discuss possible litigation. 20 minutes, might need to extend.

(moved, seconded, passed)

11:23 LJ announces 15 minute extension of Executive Session

11:42 BOCC returns

Vacation Relief

BR - Vacation relief. Auditors office had staff dedicated to PW, are familiar with our office. Linda Wood - temp employee, term almost up. Thought about asking Auditors office staff to cover when employees take leave. Auditor is open; developing MOU to cover costs.

Policies

BR - 3 weeks ago, spot check audit. Petty cash & applications, all was fine. Will get together with 2 finance staff to come up with policies for handling cash.

SK - do you still do cash advances for travel?

BR - that was taken out because it wasn't being handled very well.

Temporary Engineering Technician & Staffing

Don Motes started temporary 1 month contract last week. Working closely with staff, including temps to make sure everyone is trained for all circumstances. He's been gone long enough that employees have had the chance to figure out what they need help with.

Two proposals attached to agenda. Not asking for approval right now; put it on radar. First commissioners asked about staffing needs. Proposing one more engineering tech. These are important issues that take our attention away from other things that day to day tasks that need to be done. Propose engineering tech 3. Promoted existing staff to tech 4. Somebody we could cross-train for various tasks. Not asking for permission right now.

RC - is it in budget?

BR - yes. We budgeted for 9 employees and are down to 7. Also have surplus from chip seal.

RC - want to see (inaudible).

BR - great idea, need to look at it that way. Can put together more information.

Also, secretarial and finance. Finance section restructured over the last 3 years. Two people with financial duties, one who also has office duties. New employees - think we are okay with finance, but secretarial duties are slipping through cracks (e.g., cash drawers, scheduling etc). Thinking of a half-time employee, then evaluate, see if everything is being done.

SK - what about the person who does finance & secretarial?

BR - would reclassify that person as financial, with understanding that that person would still help with secretarial, as needed. Same pay scale.

SK - is reclassification truly needed, or just stay with current description? Question to consider

BR - have thought about it. What is required compared to what is desired. Union is okay. Probably be better for that person to reclassify, with a letter specifying help with secretarial. We have to decide whether our financial people are also secretaries. Don't think they are. Not a problem right now, but might become one in the future.

SK - appreciate information you have brought forward. Helpful that you have been down there figuring out what is needed.

BR - will go back and flesh out what the engineering tech will be doing and what won't get done if we don't get that position.

SK - one big benefit will be cross-training. People have left. Hard to do cross-training.

USFS Road 4200

BR - Exactly right. USFS road 4200. Letter did not go out. Maybe need more face time. Contacted Matt Ready, Tonasket District Ranger. They receive Title 2 funds; road didn't score high enough for funding this year. Asked him if we add our names, if that will raise priority. He was very open, until 2 weeks ago. May not want to commit to that right now. I'll continue talking to him. Ok Co, snowmobile group, other groups, ATV club all want road fixed and would participate.

SK - good day use for ATV group. Were willing to fix hut. USFS want to take it out.

RC - discussing this with them tomorrow. Do you want to be here?

Solid Waste

BR - SWAC meeting. Gary (solid waste manager) & I sat down and went over budget.

SK - want to hear from SWAC. Do we have enough staff? What do they have in mind for improvements? (Something to do with inmates).

RC - what are their future plans?

BR - Scale replacement next year.

SK - Second scale to allow drive in/weigh/dump/weigh/drive out?

BR - would require big relocations

SK - want to know what it will really cost to close the landfill. Are accumulating a big fund.

RC - we are chasing a moving target

JD - keep telling us 'next year'. I have been here 5 years. They keep milking it.

SK - need to get DOE here, get it from the horses' mouth.

RC - don't need to be sitting here, just accumulating money.

BR - need a whole study session.

Other

SK - you are re-advertising again for truck driver? Where are we? Do we need to look at qualifications? Do we need to contract? Peak of season. What is our backup?

BR - Regrouped. Decided that there was information that should have been in the posting, so we added that and re-advertised. Expect responses this week. If we don't get responses, then maybe we should consider options. Can come back to you next week to let you know. One opening just happened. One person left, 2 people retired. One opening internal, the other open. Will give you a status report. If the work is not getting done.

SK - comments out there about us privatizing everything. Local contractors doing dirt roads have been doing that for years and years. Big benefit to local people and taxpayers. Good example.

RC - fall and early winter, local contractors will find out about availability. Need to work when soil moisture is right.

12:20 BR & JD leave. SK & RC work on their computers

12:25 Notetaker leaves for lunch

1:33 Planning Department Update

*Discussion Summary: **Emergency management:** Discussion of needs for a local team to manage communications and record-keeping in the early stages of an emergency. A 4 person team covering Logistics, Finance, PIO, and Liaison covering the first 96 hours of an emergency was also discussed. Concern on the part of the commissioners that fire season has started and we are not well prepared. **Planning Budget:** Planning Department's budget needs to be re-worked to account for shortages in two line items - advertising and professional services. PH will draft memo to commissioners, projecting professional services costs. **USFS meeting:** Purpose of the June 7 meeting with USFS was discussed. **Zone code revisions:** PH anticipated that Zone Code revisions would be completed by the Planning Commission that evening and sent to the commissioners for review. The need for further public hearings on the revised zone code was discussed. **Public notices:** The Gazette's bid for advertising was accepted; now the Chronicle is challenging the circulation numbers cited by the Gazette; commissioners discussed re-visiting their decision. **Oroville EMS:** Commissioners discussed the timeline involved in signing separate county/city agreements with Lifeline and the need for continuity of services in Oroville. **Animal control:** The problems of passing an animal control ordinance without having a county facility for impounded animals was discussed but not resolved. **Juvie:** PH & Mr. Rabidou are developing a plan for assessing existing facilities. **Conservation easements:** developing a policy for commenting on proposed conservation easements and soliciting public input was discussed.*

Emergency Management - local preparation

PH - Item 4, Maurice is here. Preparation for the next disaster. Operations Center absorbs a lot of man hours. Suggested a local cadre of talent to get us by for the first 72 hours. Last disaster we spent a lot of time sorting through info on the fly. Will be different every time. We should come up with our own recording keeping.

SK - keep same spreadsheet.

PR - One step further. Coming up with own forms won't get it done. Need someone to bird-dog the information collection.

Maurice - record-keeping. We need help. How do we work it to get someone from another budget code, bring them in. Last two years we have had FEMA reimbursement - it may not always be that way. Need to think about temporary emergency worker. FEMA will only pay for overtime for County employees. Emergency declaration - overtime, union issues. Can't force people to work. Need agreements with other groups so we can bring them in. Who will pay? Need to have funds available (money in emergency management for that).

RC - anything like state matching funds for setting this up?

Maurice - don't think so. Can look into it.

RC - NACo meeting. Some counties have their own funds & states are contributing.

Maurice - can look into it. Suggesting identifying an amount and building toward it.

SK - how do we get there?

M - ways to do that. I work with county, city & grant funding. Have discretion over county & city funding. Char is going through checklist, coming up with plans for how to manage emergency personnel when they arrive. Being prepared for the 72-96 hour period is my biggest concern.

SK - how much of workforce will be from County personnel?

M - we are. We are meeting face to face with DNR, fire chiefs. Letting them know what we can and can't do. We were leaning too much on first responders.

PH - have to avoid trap of trying to combine support effort with response effort. Local effort to do data gathering, want someone without other responsibilities, not a key player.

SK - those are lists you are working on now?

M - our first call list is all people from county. List of all people, but you don't know who will show up. List needs to grow. Had some good involvement with people coming to training.

SK - we are now in fire season. How do we get list started, so when something happens...

M - we have a list.

RC - we have appraisers...

M - have to think about what you will really need, who you can really use.

RC - need our GIS person who can do mapping, connect the dots..

PH - two key positions - emergency commander & finance person/records. Logistics person who can make the calls. Maurice will be busy. Person who knows how to interpret the written plan.

(discussion of individuals who could fill the roles)

SK - and a fire chief who understands the communications.

M - right. We need a liaison person. I have talked to the fire chiefs. They all have a lot of other things to do. We only have 3 paid fire chiefs in county.

SK - they don't have to be paid, right?

M - asking them to work all day.

PH - in 2014 there was a big problem. People coming in didn't know where to park their cars. Need local person - you can train them - they need to be here. PIO's responsibility gathers all the information. Talking about 5 people. Logistics, Finance, PIO, Liaison. Could get by with 3 or 4. The quicker you jump on this, the better off we will be. Need to be ready. We have been a little behind.

RC - we've certainly been getting the hands-on experience.

PH - right. Do you support this approach?

SK - yes. Want it written down and in hand in 2 weeks. Concerned that we are not ready now.

M - looking at a couple of things.

SK - looking at a fire emergency. Nothing has changed on the ground. 2 years in a row of EOC.

M - if it happened today, we have enough people lined up. Would have a few things to figure out.

SK - still have a gap between us.

PH - sounds like you are looking for an emergency operations plan. You will be the ones who get the phone calls. These four positions. It becomes a problem when all the chiefs are in the field. Maurice will take the lead, Char is helping. Any other instructions.

SK - one more question for Maurice. Have you got the job description (*from another county*) Need to have a discussion about a fire marshal. Don't know how we are going to fund that. Still no 'this is what we need/this is why we need it'. Are cities going to help pay for it?

M - burn ban for DNR protected land. State has not declared. Usually we follow state's lead.

PH - we will put something together for your review.

2:12 Budget

PH - 2 lines of concern. Advertising budget is \$300 over; will recover some of that from other departments. Professional services - a real burst of activity. Lauren is preparing a report with breakdown of what has been spent on what. We are not over. Activity sheets I have prepared shows spike of activity (season). Site analyses, etc. Some will generate revenue; others not. Will go through budget, see what other lines we can raid. Some things are not getting done - saving money that way. Will need to spend time in field. Will draft memo - try to project out professional service.

BLM planning rules revision & USFS meeting

PH - BLM letter went out. Is that correct, Clerk of the Board?

LJ - no response to the letter.

PH - it only went out about a week ago. Tomorrow meeting with USFS. What kind of preparation are you looking for. Stated purpose is travel management plan.

JD - announced their preferred alternative. Embargoed until June 8 (?)

PH - will have Char pull up assessment and send that to you. Probably won't have time to talk about much more than travel management plan, but would like to discuss forest management plan and Chewuch transportation plan/objection. Any other information?

RC - (inaudible) Alternative A/Alternative B. I would like to have that there.

PH - I will have Char try to pull that up.

AL - I need to read what they have said

Zone code revisions

PH - Zone code. Commission meets tonight. If successful in getting that adopted, will get the public hearing notice out (talks too fast). You can make modifications without sending it back.

SK - so if we do schedule public hearing.

RC - If we are good to go with the document, do we need more public meetings?

PH - don't necessarily have to, if you adopt the draft without changes.

SK - not trying to cut out public comment. We haven't participated. Do we have a work session so that we are familiar with changes? Would feel more comfortable.

PH - Can do that. Assume they adopt resolution this evening. FEIS needs to be complete before work session. End of this week or middle of next week. Could schedule work session for Thursday. Easy to do; most of work already done. Then, once you have looked at it you can set public meeting.

RC - do we have a record of who has commented?

PH - we are the keepers of those records. Have different comments broken out. (*discussion of providing info/documentation to Clerk*)

Critical Areas Ordinance

PH - suggest adopting what has come out of the Planning Commission. Know the commissioners want to look at it. Will get you a copy of critical areas ordinance (RC & SK have not yet seen it).

JD - did VSP meet?

PH - yes. (Someone from ECY?) outlined the process, as he sees it. They have a monthly conference call for all participating counties.

Capital facilities

PH - still need to talk with Noah

SK - need to talk about jail standards. Planning for immediate maintenance and repairs. Haven't seen any long term planning. Want to see that.

(*discussion of scheduling meeting*)

Other

JD - Chronicle & Gazette - we went over bids & awarded.

LJ - Chronicle is contesting circulation numbers of Gazette.

PH - you have not yet signed; can reconsider.

SK - the law allows us some discretion

JD (to AL) - can you look over the info.

AL - question before BOCC is whether this is purely economic.

SK - BOCC can consider strictly cost, or wide circulation.

PH - Is circulation adequate to serve purpose of public notice? You just have to articulate reason for decision.

AL - BOCC makes decisions like this every day - economics, public interests.

PH - due diligence; decide whether there is a reason to reverse decision

PH - pricing out last steps for replacing bathroom. Will bring you the information.

RC - met a contractor from west side who builds with insulated concrete. Sounds like a good price.

PH - will keep you updated

Oroville EMS

Oroville contacted me with questions (who to contact if there were problems with building). Think I have answered those. The agreement contemplates termination for a variety of reasons, such as levy failure. Lifeline wants to know if you want the option to terminate your agreement if Oroville's is terminated.

RC - don't think we can challenge that.

PH - will provide agreement to Oroville. They can use for a template.

SK - Oroville's temporary agreement with Lifeline is cancelled when we sign with Lifeline, right? Do they understand that?

PH - I thought these were all going to go forward together. A little rough spot in execution.

Tonasket EMS

PH - Mr. Swicker wants to discuss ideas with commissioners. He is still investigating, deciding whether they want to participate. Will try to find date to put that together. Am preparing a letter to the advisory board.

JD - I generally go north on Fridays. That would be a good day.

SK - Tonasket...?

PH - Clerk of the Board doing an excellent job. There are some disgruntled people.

Animal Control

PH - Are you prepared to give me any instruction?

SK - we need to go over this and get everybody together. Huge freedom of speech issue out in the public. We can go over this dog ordinance, but we don't have a place to take a dog. We are trying to put this ordinance before the big picture. We have a cat shelter, but no cat ordinance.

PH - any ordinance you consider for any purpose, you should have a clear discussion of the problem and the solution. We are missing the problem statement. Creating protocols for picking up dogs is all well and good, but what is the problem?

SK - if we don't have structure in place, we could put them in foster for a week, then adopt them out. Maybe we need more discussion. Don't understand the need. Need a discussion with Sheriff's office about what their deputies need. Want to hear from Sheriff. Am hearing rumors that there is one person trying to protect their job - that is not fair.

PH - are my instructions to set that thing up?

JD - I agree with that. Creates an unfunded mandate.

SK - they are talking about liens or they will put the dog down.

Juvie

PH - update. Instructed me to talk with Mr. Rabidou about assessment of structure. That has been set up for Thursday.

RC - need an evaluation from his perspective. Need an overall assessment of where the structure is. If there are grants availability for rebuilding, I want him to bring that information forward.

SK - who is doing assessment?

PH - no one. We are meeting to discuss how to do that.

JD - (inaudible)

PH - risk manager is looking into that. Assessment was purely physical - what do you have to do to make it useable.

SK - need to address all the items noted in state inspection.

PH - all of the above. Dueling assessments. My instruction - set a framework, find someone to do assessment.

RC - put together a list for state legislature.

SK - still haven't heard from judges.

PH - correct. Meeting on the 22nd to review information. 21st will be last information-gathering meeting. Night time meetings on the 14th & 21st. The 14th - legal issues presented by Judge Culp.

(discussion of meeting schedules; reschedules meeting from the 22nd to the 30th)

SK - legal issues discussion shouldn't take 2 hours. We will need time for Albert to respond.

PH - end of agenda. Anything else?

Conservation Easement policy

SK - did we determine whether to set a public hearing for the Methow Conservancy conservation easement before we provide our comments.

RC - think we should have a public meeting

PH - BOCC was trying to decide whether to set public meeting on the policy of CE's or whether to do one for the individual proposal. What information from public on individual easement would be compelling?

SK - RCW 79-15 mostly passed because people in Okanogan County were complaining that they only found out after the fact. Now, prior to applying for funds, they have to present to county legislators. Hope we don't have hundreds and hundreds, but when they notify us, that helps inform public. Tax base issue; long term management funding concerns. Has adjacent landowner been asked if they want to buy it?

PH - couple of approaches. One, conduct public hearing to establish policy and approval matrix. What are all the things that would compel you to recommend approval? Second approach (still have policy meeting): have public hearing on individual cases. Then, you would ask if the proposal matches with the approval matrix. Does that make sense? Think a public hearing is a good idea.

SK - also, whatever we end up sending to the RCO, that gives them a record. Don't know how long we have to respond before they decide on funding anyway.

JD - let's do that (*option one*)

SK - don't want to establish a record of not responding, after state legislature passed RCW.

PH - why don't I contact Jason & ask how long we have. Will come up with a timeline from that.

JD - forwarding you an article. This Columbia River Treaty could be the death of Idaho. Treaty could be referred to the UN Court of Criminal Justice.

RC - they have to consult with us. We are a long way off. This is a little sensationalized. This is time for a heads-up. Hiring Robert Wagner.

Planning permit waiver

PH - 4:00 conference call. Fellow up in Aeneas applied for pole barn 7 - 8 years ago. Never built it; wants fees waived for site inspection so he can build storage sheds.

RC - is there any reason he needs another site analysis.

PH - they expire after a year. I try not to waive fees; it gets us in trouble with the state auditor.

3:35 PH leaves

Miscellaneous

JD - Whitman & Benton counties (& others?) did want to help fund Wagner.

RC - they thought they could hire someone cheaper.

SK - want someone who can get in and talk to the people you need in Washington D.C. Cheap is not always better.

RC - statewide effects

SK - Fair Advisory Committee - did they say they were going to provide recommendation on beer garden?

RC - didn't say when. Told them I wasn't telling them what to decide. They have done a lot of research.

JD - minutes look good to me?

LJ - do you want to look at today's?

JD - I've got to head out.

3:30 JD leaves; notetaker leaves.

