

**Board of Okanogan County Commissioners
(BOCC)
July 17, 2018**

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)

Debi Hilts – DH (HR)
Joe Poulin – JP (Maintenance & Fair Grds)
Perry Huston – PH (Planning)
Lelanie Johns – LJ (BOCC Clerk)
Cari Hall – CH (Auditor, Finance Mgr)
Laurie Thomas – LT (Auditor)
Stella Columbia – SC (Fair Events Coord.)
Maurice Goodall – MG (Emergency Mgmt)

Notes are impressions and interpretations of the note taker. Every attempt is made to assure accuracy. Specific comments by the note taker are in italics and not part of the official record or intended in any way to be other than the impressions of the note taker. For officially approved minutes of Board of Commissioner meetings, normally published at a later date, see www.okanogancounty.org.

Summary: Planning & Admin: Planning Commission passed Cannabis 17A.220 & 17A.290, Enforcement clause, Study Session on County Comprehensive Plan, WATV open house, **Fair Events:** new well application has been approved, Overall usage at the Agriplex, Long Term Recovery group, Jones Hall, Concern about historical knowledge, proposed changes to RV park, **Fair and Admin Maintenance:** large ceiling fan in Agriplex, 5 broken toilets and plan for proper winterization, drains at Juvenile, New maintenance tech, rug in the Juvenile Bldg, possible wage increase, cleaning contractor come in to look at the VAD boxes, **Civil Attorney:** Fair Ground compressors, Rest Room work, Inter-local Bldg Inspection services, Community Action letter, French Creek road closure, Executive Session, **HR & Risk Management:** Risk Pool Bd of Directors, Family Leave program, alary discussion from JP over step and grade changes, **NW Vital Records:** program for storing, digitizing, scanning of vital records and retrieval, **Public Works. (Admin & SW):** Open Positions, NCI Internet Service, SW Management Plan Process update, Apple Maggot status, SW budget, 2 Interlocal agreements, **Public Comment:** – none, **SW Disposal Fees:, Public hearing for a County Surplus sale, Consent Agenda, Adjourn**

9:00 AH, CB present with JD absent for the day. PH, SC, JP & DG arrive for Staff Briefing session.

PH (Planning & Admin)

- **Planning Commission passed Cannabis 17A.220 & 17A.290** to BOCC with minor changes. Change from Permitted to Conditional in Methow for indoor and outdoor production. Change in R1 throughout County to Conditional. **Enforcement clause** added to provide compliance in Cannabis operations and production.
- PH will schedule a public hearing.
- Will prepare for a **Study Session on County Comprehensive Plan**
- Will prepare for a **WATV open house**

SC (Fair Events)

- The **new well application has been approved**. AH – work will begin after fair to drill new well and provide for a separation of domestic and irrigation systems. All other planned work – track railing, arena and race horse stalls.
- More Quincineros this year than last, more weddings. **Overall usage at the Agriplex** about the same number of days
- The **Long Term Recovery group** has a supply of materials stored at the Fair Grounds. SC hears they might be winding down and wanting to donate surplus materials. The Fair is more than open to receiving a donation. AH – will check about the building materials left over. Also there is a possibility the Fair may be able to use some of the AmeriCorp time from that group. SC – the Fair has lots of places to utilize the material for safety improvements.
- **Jones Hall** is utilized by Emergency due to connectivity and Fair/County does not continually use that hall. Emergency people are not happy as people who came in for flood relief used their supplies and equipment. SC wants to find a way to secure materials & isolate supplies of different groups.
- Needs a 1-on-1 talk with AH to put out some of SC's views. **Concern about historical knowledge** and how to preserve for others to use in the future. Wants to bring all components and timeline of what needs to be done when to get through an entire year.
- SC has a list of **proposed changes to RV park**.
 - o Limit of 7 – 10 days, no return for 14 days. Exception for fire, contractor needs, contract needed for extended stays.
 - o Visitor's hours, non-campers leave after 10 pm.
 - o Only 2 vehicles per site.
 - o All vehicles currently licensed and registered as required by state.
 - o AH – need a towing company contract?
- Security cameras mostly up and running
- Need a big rules sign at the RV entrance.

9:23 JP (Fair and Admin Maintenance)

- AH – how are lawns going? JP – OK
- SC – how doing on heat pumps? Have some events coming up. JP – two bids in, has people in looking.
- Will bring in Hi-Lift to look at the **large ceiling fan in Agriplex**.
- Has bids on replacing the **5 broken toilets and plan for proper winterization**.
- All other things caught up – some basic clean up to be done. Will keep bathrooms closed for now.
- “Scoped” the **drains at Juvenile**. Root balls were blocking. Ran snake and removed a big glob. Will use a root kill but will need to remove a particular tree that's over the drain lines.
- Still on schedule for surplus sale. LJ – yes, Oct. 13, Public Hearing will be this afternoon. SC – a wedding is scheduled on that day. Will work around. Sale will use Commercial Bldg.
- **New maintenance tech** started on Monday – Roy Watkins.

- Has not had a contact with the Nulton's Rep. talked about last week. CB – they were supposed to call. CB will check and pass on contact info to JP. JP – the sooner the better.
- Tonasket Interiors is coming down to look at the **possible wage increase**. Needs replacing from the backup flood and wear and tear. Will be getting a cost estimate.
- Sent an email about **possible wage increase** for an employee. AH not OK with any Step increase except on yearly anniversary, any increase in Grade would require a change in job and go through standard hiring process. AH feels each position needs to list preferred qualifications, if a person meets those it is a Step 1, additional skills might justify a higher initial Step placement. If a person has higher skill abilities and the County needs a position with those qualities than there should be a job offer at the higher level that goes through standard procedures and be open to applicants. There is no way to arbitrarily move in steps or grade without following appropriate process. AH has not settled on what a “promotion” looks like or what standard procedure there would be. Needs good, clean criteria and procedure for upgrades/promotions. Goal is to have a non-arbitrary, equal value in steps and grades throughout the pay schedule.
- JP will be having a **cleaning contractor come in to look at the VAD boxes**. Central heating and cooling – they are a bit akin to a radiator. They need a much higher degree of suction to fully clean, this was done several years ago and needs to be done again. Last time a few were overlooked and it has to be carefully done this time.

DG (Civil Attorney)

- Has look at a Service agreement for the heat pumps at the Fair Grounds. Does not cover **Fair Ground compressors** in any way.
- Contractor wanted the Building Inspector to sign off on the **Rest Room work**. There were a few outstanding items – now fixed. OK for sign off.
- JP is getting the Toilet bids.
- **Inter-local Bldg Inspection services**: Riversides is OK, Brewster – is approved, minor grammar changes, S. Detro @ Twisp and Pateros – DSG still waiting on hearing comments on contract. Suggests acting on the Riverside and Brewster contracts and the others when they are ready.
- **Community Action letter**, an anonymous complaint letter was sent. Letter asked for an investigation, Risk Pool is doing the investigation – the timeline we want is doable. The use of an outside investigator is good. DG does not know who the complaint is from but is treating it as a whistle blower situation.
- A few letters back and forth on the **French Creek road closure**. Another lawyer from the Open roads Coalition has entered the case. One group has asked for an Executive Session with the BOCC. DG is not in favor as a session for one group could be construed as favoring one side or the other and feels the BOCC must have a neutral stance.
- 10:00 request for an **Executive Session** on the French Creek litigation. Return at 10:18. No decision.

TC & DH (HR & Risk Management)

- Not much to report today.
- Along with AH went to **Risk Pool Bd of Directors**. There will be an increase in the assessment due to a decrease in the reserves. Okanogan County looks pretty good with a high in negligent driving issues. Other than this, claims are lower than most in the Sheriff's Office & Jail. TC wants to go to each of the Public Works shops and talk to all the workers about careful driving and other safety habits. CB – wants a lesson on how the risk pool assessment formula works in order to understand how it works overall.
- DH: sent and email on the 2019 wages to the BOCC including the new state **Family Leave program**. Actual cost to the County is a lot less than originally predicted. A different split of cost change Okanogan Co. cost from \$315,000 to \$23,000 using the actual formula, big difference in the cost to the County. The Family Leave program is run similar to the current Unemployment insurance. Employment Security manages the program and will only notify County of a claim – a check is issue to the employee directly from Employment Security.
- AH brings up **salary discussion from JP over step and grade changes**. Expressed needing clear guidelines over deciding entry placement and promotion procedures other than annual Step increases. How are promotions given? Post an application for all, TC – not a promotion, it is a job analysis that justifies a higher grade. Can post for the move in house only and then hire in house.
- TC – need to be careful about tailoring job to a person as opposed to fitting the needs of the County for a job to be done. Would need a job analysis and wage survey to determine. Cannot “demote” but could replace a position at a different lower level with a job analysis when an individual leaves.

10:35 Joe Lentz (NW Vital Records)

- Explaining the **program for storing, digitizing, scanning of vital records** for the county.
- Would want to establish some standard procedures as much as possible for determining scan, storage and easy record access digitally. Focus is on records that are accessed a lot. A lot of options and issues to be considered. Suggest the county needs to categorize and make more uniform what goes into the storage box that NW Vital is to handle. NW will organize and easily search for digital access. NW would keep paper documents safe and provide digital access on demand. NW would scan and transmit a PDF for any requested document. Will keep the PDF for 60 days. If a whole box or category is needed NW would inventory and allow a search of the contents. Digital records could be held at the County or in a cloud operated by NW Vital Records (a cost).
- PH: Each box would have a unique serial number, County would inventory the box and could ask for a specific document that would be within the box. A PDF of that document would be transmitted to the County. Other options are possible as a budget would allow such as digitize a series of boxes for long term archiving.
- To look into a specific box (pull) = \$1, \$4 for each set of PDF 100 images. Amount of long-term digital storage is determined by a budget. Storage is a separate cost from scanning and/or archiving - \$.30 per month per box.

- Company works with all kinds of retention and industries: HIPA and other requirements are followed, medical city, county, a lot of customers.
- Able to work with a wide variety of sizes, formats – does all the prep work, just put the document in the box for processing.
- PH would be some delay in getting turnaround on a document. Company says 30 min. 24/7 service. PH – would save money on FOIA requests. NW Vital – high security procedures.
- Could do an example box to familiarize BOCC with how the process would work. PH could put together a “demo” box. Company is will to do a demo to all staff at a meeting. CB – BOCC will work in that direction.

11:00 **Public Works. BR (Admin & SW)**

- **Open Positions:** M2 Truck - Area 3 – interviewed 5 and very surprised with the quality. Has an offer out and awaiting acceptance. Engineering Tech Assistant – Interview last Wed., Josh Unser from SW current has accepted. Utility maintenance, traffic counters pavement ratings, etc. Recycle/Transfer Station/Equipment Operator (2 positions): now have 2 openings, will interview this Wednesday and hope to have 2 suitable out of applicants. Sue Christopher – currently working on a Feb. to Oct. contract. Former SW manager assisting new manager and on historical records. Asking about extending her contract past Oct. as she had to take some time off for personal reasons. This would not be additional budget as would be using unused funds from this contract. This would extend past 6 months and require payment into retirement system for county and her. This would be a second 6 month extension and be fro 2 months. BR is waiting on hearing back from her if this is an option. BOCC does not feel an extension is in order.
- **NCI Internet Service:** BR has contacted Central Services. NCI services the majority of PWorks shops at \$440 per month currently, is going to modify rates and will change to \$250 a month for service. This will require hardware upgrade at two places at \$80 per location due to obsolete radios. There is an additional option to upgrade service where available to faster data rates, 5 Gb to 10 Gb that then would be compatible with County software. Not all sites will get upgrade due to location difficulties, only new hardware.
- **SW Management Plan Process update:** WSDoA is reviewing plan in light of Apple Maggot. BR unsure of the outcome.
- **Apple Maggot status:** BOCC has ratification of comment on Consent agenda. On last weeks Hearing: felt it went very well, got the issues on the table. A lot of concern from County, Apple industry and citizens. One comment from citizens felt the process was too speedy and made it unable to develop alternatives. WSDoA wants to move full speed ahead due to oncoming harvest. BR does not see a time extension but has some feedback that there will be no fines (same as extension?). BR wants to have a direct discussion with the State Ag. Director to clarify – BOCC OKs.
- **SW budget:** Has delayed equipment upgrades while waiting on Tipping fee increase that will be presented this afternoon at 3 pm. BR will be putting request in the budget for next year. Will bring to BOCC. Intent is to implement tipping increase at the beginning of the year to allow haulers to adjust. BR needs to get the work out no later than November. The control panel on the cardboard bailer went out. It is a very

old model. Has located a replacement for \$2000 and will be able to install in 2 weeks. In the meantime cardboard is stacking and in may require land filling some due to lack of suitable storage space.

- **2 Interlocal agreements** – one with Twisp is on Consent Agenda, 2nd is ready right now and asking BOCC to OK. BOCC OKs.
- BR not able to attend next week due to conflict. Will be in contact with LJ in case something critical comes up. Could reschedule for another time.
- There is a new CCT SW person and a meeting coming up at the CCT in Oct. CCT SW meets 2nd & 4th Tuesdays. CB still wants a couple of CCT reps on the SWAC.
- Any contracts for hauling garbage out of Canada? Are garbage vehicles with BC plates going back and forth? BR & AH have seen trucks. BR – no idea.

LJ – has two items before lunch break

- Adrian Moore asks for support letter for Room 1 in Twisp – a grant application for “A Way Home” for homeless support.
- Assessor letter to WSL & CCB requesting non-renewal of Cannabis licenses for operators not cooperating with Assessor in filing current personal property lists.

11:55 Lunch

1:30 **Public Comment – none**

- PH – talking with AH about grants. “Jim” wants PH to make a call for him. Somewhat unclear but concerns clarifying ownership and building with DNR/DoT.
- CB & AH on phone with Assessor concern letters to Cannabis operators/producers and Personal Property lists. Clarifying appropriate use of Excel spreadsheet from Assessor.
- AH met last week with Governor policy advisor on state and Federal collecting fees for boat launches. County is looking to use some of the fees for control of aquatic weeds.

2:30 CB & AH working on various tasks, reviewing minutes, researching issues, emails etc.

3:00 **SW Disposal Fees** – BR & SW Manager (Kent)

- Discussion and presentation on proposed increase in disposal fees – Tipping Fees and specific items.
- All fee changes have to be approved by BOCC.
- Per person costs are minimal.
- 1 ton Tipping fee increase is \$7.50.
- 1st increase in 23 years
- Currently SW is running at a deficit.
- Increase is forecast to keep SW ahead for about for a few years and keep current level of services. This will give the County & cities to work towards a long-term solution.
- Increase will also allow for equipment and capital improvements that have been delayed due to budget restraints.

- SW has had a increase in volume over time along with increasing costs (regulatory requirements and inflation)
- SW feels fortunate that they did not get deeply involved in recycling due to collapse in market.
- Okanogan Co. SW has a low per ton rate in comparison to other counties in state.
- None of this discussion reflects additional costs that will be imposed by dealing with the Apple Maggot. Those additional costs will be factored in later.
- Current rate system is flat rate for all residents of County with commercial haulers having pickup and service fees additional
- Public Comment
 - o CCT has several issues. CCT runs its own collections, transfer stations and transport to the Central Landfill and feel they are entitled to a lower rate to compensate for saving the County money in service the CCT lands.
 - o CCT has no representation on the SWAC (Solid Waster Advisory Board) and request representation
 - o CCT has subsidized its SW program out of its general fund at \$1,000,000 per year.
 - o Any increase in garbage fees will further increase already large illegal dumping on CCT lands.
 - o CCT has been open to cooperation
 - o WasteWise (Methow Valley) feels increase is appropriate but would like an appropriate increase in minimum fee charged to self-haulers to Transfer Station in order to be competitive.

4:00 Public hearing for a County Surplus sale

- Recommend Oct. 12 for Auction 2 9:00 am
- Will be held in the Commercial Bldg at Fair Grounds
- List of items
- Moved and approved.

4:45 **Consent Agenda** approved minus July 17 minutes.

Adjourn