

**Board of Okanogan County Commissioners
(BOCC)
July 3, 2018**

Jim Detro – JD (BOCC)	Ben Rough – BR (Public Works)
Chris Branch – CB (BOCC)	David Gecas – DG (Civil Att.)
Andy Hover – AH (BOCC)	Tanya Craig – TC (Risk Manager)
Josh Thomson – JT (Public Works)	Leah McCormick – LM (Treasurer)
Debi Hilts – DH (HR)	Cari Hall – CH (Auditor, Finance Mgr)
Joe Poulin – JP (Maintenance & Fair Grds)	Laurie Thomas – LT (Auditor)
Perry Huston – PH (Planning)	Stella Columbia – SC (Fair Events Coord.)
Lanie Johns – LJ (BOCC Clerk)	Maurice Goodall – MG (Emergency Mgmt)

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Summary: SC (Fair Events): Shoretel system, Update on track – AH – Fair Advisory Board, plans and specifications on supplies, space rental: rentals, campers, electronic ticketing system, **JP (Grounds & Fair Maintenance):** list of tools at Fair, rentals, campers, sprinkler system, ordered the new tractor, Surplus sales, camera in looking at various underground pipes, Remove & replace carpet, interview for temp workers, use of Old Probation Office, **DG (Civil Attorney):** Building inspections for cities, Yakama Fisheries attorney, will send out Comp plan @ the scoping level, they have made investments in projects in the Okanogan and feel ignored, letter to State Auditor, Public records request, contract review on digitizing records for Public Works, **PH (Planning):** certified to apply for \$60,000 grant for WRIA 49, **Clerks Office (Charlene Groomes):** Portal is up and running, Down 2 employees, Did not get grant for digitizing records, Files for archiving, Appreciate TC & JD coming down, reimbursed from State for 2 bar code scanners, **TC and IT: CivicPlus - Website Vendor: Demo software & examples:** High level view of company, goals, where going a company, Example sites walked though, Will work with 3rd party software, Cost is affected by number of people trained at local site, **Public Works:** CCT Business Council WATV, Open Positions, State Audit Visit: SW Cash flow, gas card usage, SW Management Plan, Apple Maggot Update, SW disposal fees, Taber land purchase at Ellisforde TS, **Public Comment, EMS Vouchers, HR Update:** self-insurance of risk, Utility groups, website vendors, Public Defender Grant, Misc., **Fire & EMS Service Dispatch Agreements:** need fair and equitable implementation, establish a fund for for EMS updates and repairs, pay fees into County current expenses then transfer funds

9:00 JD, CB & PH; SC, DG & AH @ 9:05

SC (Fair Events):

- **Shoretel system**, - how to charge costs? Current Expense?
- AH – on Friday gentleman – lead Board member of **Loup Loup Ski Hill** wants to tour facilities regarding use of Agriplex on Friday Jul 8 @ 10:30. About logistics for event and issues from last year.

- (PH interjects about **condition of tables** – he was in charge of Fair before SC).
- **Update on track – AH – Fair Advisory Board** will meet next Monday.
- AH has a question for PH: Parts of Race Track project need to be ordered, what is best procedure: Inner railing, horse barn for race horses, arena fix.

9:10 JP + 1 arrive

- PH weakest part of track proposal is on **plans and specifications on supplies**, need to be very particular. AH – need to coordinate all portions. A mix of grants, in kind contributions, personnel all need to be utilized and coordinated. Need to get details for each to work out. Going over specification & grant requirements for horse barn to meet needs of grants, law, regulations. (LJ – already has worked with Public Works for Small Works roster). Pre-packed components – do they need all details spelled out (engineering, materials, etc. all in a package).
- SC – no more at this time.
- AH – **space rental: rentals, campers?** SC – feels it is a little slower than could be. No weekend coverage. How are campers to pay and/or sign up? AH – signage directing to Camp Host for info, not payment. SC – at this point only cash. Lots of calls coming in for reservations. Possible ways of online reservations and payment are discussed – will be looking for alternatives.
- SC looking at an **electronic ticketing system** that handles money, receipting, etc., all are hand done at this point and very cumbersome. Need to work with Treasurer on any system to make sure whatever system ends up being compatible. JD – check with Stampede to look at their system.

JP (Grounds & Fair Maintenance)

- Inventorying a **list of tools at Fair**. Need to install new shower valves. (Have given inventory list of tools to BOCC).
- AH – from his experience prefers Milwaukee over DeWalt if the price is in the same range. Need to compare from a few suppliers.
- Kyle – person involved with **sprinkler system**. Real good pressure at this point. Does not want to put more sprinkler heads on domestic system. Doesn't want any complaints from RV/campers.
- Have **ordered the new tractor**, due in next week. Need to look at current old tractor, see if repairable and what maintenance issues. Only good for a 3 pt. hitch usage.
- LJ – possible **Surplus sales**, Sheriff's vehicles. AH – possible surplus to be sold? Look around. JP – if get Massey running, surplus the Ford (a lot of maintenance, repair issues). Need a resolution to get surplus authorized for items – allows for disposal.
- AH - absolutely need a list of assets if have ID on need to etch something. Need listing & position ID, at least by # & description. JP - Locking room available for “small, attractive” items that have a habit of disappearing.
- Pete Peterson will callback on using a **camera in looking at various underground pipes**.
- **Remove & replace carpet**

- Will **interview for temp workers** on Thursday, July 7. JP has developed a basic test for knowledge. There are 5 applications, 3 look OK at this time.
- Talked with Dennis Rabidou about **use of Old Probation Office**. Raul (interpreter) has moved into the space. A desk for “guest lawyers” uses up available space, also privacy issues for them. JP wants a bigger space that offered. JP feels that a decision has been made and there is no room. BOCC needs to go down and look for input.

DG (Civil Attorney)

- Talked with D. Higby. BOCC wants 1 year contract with **Building inspections for cities**. Has written in a December 31 expiration and then will renew for a full year. DG has a concern if “meetings” asked for by cities were included and to be paid at hourly rate with expenses and County personnel are available. DG has added clear terms of termination of contract. CB – does it include code enforcement? Better if it remains in city hands.
- Shawna Volkens (**Yakama Fisheries attorney**) wants goals to be interpreted/incorporated into Okanogan Co. Comp. Plan. PH sent letter of explanations where in Plan.
- AH – does USFS have to respond specifically?
- AH – Yakama Fisheries unhappy that they are not being consulted on the same level as the whole tribe. Will be writing a letter with concerns.
- Attorney **will send out Comp plan @ the scoping level** to get early input early to the Land Use attorney, tribes, etc. to be included.
- DG – feel the reason that the Yakama concerned is that **they have made investments in projects in the Okanogan and feel ignored**. Also they see their water & fish in broadest sense. Wherever water and fish come from it affects their fisheries and water.
- Sent a **letter to State Auditor** about last years cases and work.
- Wrote up a resolution
- **Public records request** – crime lab report.
- JT asked for a contract review on digitizing records for Public Works.

PH (Planning)

- Vanessa, (DoE) now **certified to apply for \$60,000 grant for WRIA 49** grant.

Clerks Office (Charlene Groomes)

- **Portal is up and running**, \$1600 already has gone into the system.
- Traing went well.
- **Down 2 employees**. Criminal Clerk opening. One employee out with knee replacement
- **Did not get grant for digitizing records**. State person has come down to help redo grant for next year.
- **Files for archiving** – how to store, what to store. Each page of archiving digitally needs a process of certifying, authenticating and then holding the original for one year. Then the original can be shredded and disposed.

- **Appreciate TC & JD coming down** during the “go Live” on the new portal. Was a lot of hard work to get to that point. Their recognition of that meant a lot.
- Still working on getting **reimbursed from State for 2 bar code scanners**. Getting current on a lot of items with the scanners. Under 24 hours turn around on many items. When get full staff will be much better yet. Newest scanners file each document using bar code so make much better. Technology is much better but there are hang ups with the quality of scanners, software (Odyssey). Technical support getting to know that Washington State is different from other states.
- Other than the usual everything is going well. Some conversion issues due to differences in the new system of course.

10:30 TC and IT people & possible Website Vendor: Demo software & examples.

- CivicPlus – **High level view of company, goals, where going a company**. Out of Kansas, only works on local governments, over 2600 clients. Revise and add features as needed. Offer several segments. Will focus on the website tools for design, hosting (CivicEngage). Generally a 4 year cycle for complete review and design of any site.
- **Example sites walked through:** Teton County, WY, Fontana, CA, Augusta, GA. Showing construction ease of adding or editing content. Drag & drop, Copy & paste features. Calendars – by department or overall.
- **Will work with 3rd party software**. But should look at their comparable modules – a possible cost savings.
- **Cost is affected by number of people trained at local site**. Somewhere from \$15,00 – 30,000 initial year. \$3,000 thereafter. Unlimited support 24/7. Any management update, security, hosting, SSL certification included. Offer an intranet included. No FTP, not available due to security issues – some alternative for large documents. Will be a site size limit – but if near limit would warn, more would cost more. Seldom necessary. Archiving of content is OK, generally a county of our size uses 25 – 30 Gb. Once contract signed would be a 16 – 24 weeks to go live.

Public Works (BR, no JT) PH present.

- New people at **CCT Business Council**, brings needing to develop up relationship with SW & other PWorks.
- PH: **WATV:** Parks needs to come in and comment on roads and mileage that could have been opened vs. what is actually being opened. SH – green dot system proposal by WSDFW. He likes that system, PH concurs. BR -= need to talk to JT directly, very concerned about enforceability and recognition by courts. Green dot a common system in many different states.
- **Open Positions:** Area 3 driver – want a few more applicants, 3 or 4 so far. Twisp Transfer Station attendant/driver – one applicant, still open.
- **State Audit Visit: SW Cash flow** – looking at having made many changes, waiting to see if effective. Gas card usage. Possibly need to state policy on **gas**

- card usage.** CB – inquire about fuel sources. BR – depends on an area and if confusing during a vendor switch over. Land Fill Break-in Y Improvements – old break in, processing insurance claim, will push costs up due to increase in premiums. Not going to pursue – need to fix damage, replace items.
- **SW Management Plan** – Inter-local Agreements – Consent agenda item: Tonasket coming & Douglas Co. over Bridgeport Bar
 - **Apple Maggot Update:** Has drafted **BOCC comments** for July 19 Hearing, will bring to BOCC for review, Items so far: 1) support quarantine area, 2) ,Support tree fruit industry, 3) limited grace period for industry, 4) Common sense approach to enforcement, 5) help with meeting quarantine needs.
 - **Woody Debris at Twisp gravel Pit** – OK, similar to compost, if that.
 - **SW disposal fees** – changes are presented. Will schedule a review (July 24).
 - **Taber land purchase at Ellisforde TS:** Surveyor contacted, greater than originally mentioned. Will meet with surveyor to see project. Small piece surrounded by Taber – conveyance to Taber for a price?, ¼ to 1/3 acre. Need survey before can get an estimate of value.

Lunch

1:30 **Public Comment – none.**

No public business, BOCC working on emails, computers. Reviewing past minutes.

2:30 **2 EMS Vouchers**

- Methow EMS: Approve Voucher – Methow Rescue Service,
- Oroville EMS: Approve Voucher – Lifeline Contract

3:00 **TC (HR Update)**

- Met with Keith Roberts, Alliance representative.
 - o Options include **self-insurance of risk** – premiums would go into a HAS – health savings account. Alliance would do the claims on the program, they would bargain over payment to providers. Alliance finds and rates providers based on cost & outcomes.
 - o **Utility groups** not currently opening pool to other entities. Involves trust contract with insurance companies. PUD is an example, possibility of joining
 - o Will continue to explore options
- Working on other **website vendors** for presentations and price ranges. TC also following up with CivicPlus on details
- Meeting with Melissa McDougal about **Public Defender Grant**
- Loss Control visit coming up
- Risk Pool meeting in Yakima
- Janus decision and how affects County and employees – waiting on legal interpretations from lawyers.
- Deposition on July 30
- Contract mediation

- Compensation Committee Meeting coming up
- Working on an amicable solution to a conflict to avoid litigation

3:309 Mike Worden (Dispatch), Cari Hall (Treasurer's Office): Fire & EMS Service Dispatch Agreements

- Has **establish a fund for for EMS updates and repairs**
- Uses a portion of EMS & Fire fees to establish fund
- Need to **pay fees into County current expenses then transfer funds** to a specify fund, 161. Need a resolution that specifies that process. Going over. Must have "fair & equiatable" billing between EMS / Fire Districts & Cities. Cities now assessed on population – a difficult number to determine for EMS & Fire. Proper Value? Cities could be difficult to convince to change to a new system.
- Need to back up from current plan, and examine how to be "fair & equitable" from State Auditor point of view.
- Ask State Auditor about mutual aid between districts and billing situation. (Looking at billing for call volume in district & all calls – very little difference)

3:50 Note taker leaves for another meeting

- Consent agenda & finish of EMS/Fire discussion & Cities dispatch fee.