

**Board of Okanogan County Commissioners
(BOCC)
August 21, 2018**

Jim Detro – JD (BOCC)
Chris Branch – CB (BOCC)
Andy Hover – AH (BOCC)
Josh Thomson – JT (Public Works)
Ben Rough – BR (Public Works)
David Gechas – DG (Civil Att.)
Tanya Craig – TC (Risk Manager)
Leah McCormick – LM (Treasurer)
Cari Hall – CH (Auditor, Finance Mgr)

Debi Hilts – DH (HR)
Joe Poulin – JP (Maintenance & Fair Grds)
Perry Huston – PH (Planning)
Lelanie Johns – LJ (BOCC Clerk)
Laurie Thomas – LT (Auditor)
Stella Columbia – SC (Fair Events Coord.)
Maurice Goodall – MG (Emergency Mgmt)
Mike Worden – MW (Dispatch)

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- **Summary: Civil Attorney:** Exec session on a jail case, 2 Public Records requests, Brief on a tax foreclosure, **Fair Grounds & Admin Maintenance + Fair Events:** Agriplex AC/Heating compressors, Cleaning of air ducts in Jail, Tractor use at the Fair, Garbage during Fair, Septic at Fair, BR & other cleanup, Location of Main Gate, Help with parking, Warranty inspection, **Finance Committee:** Cash on hand, good for right now, Public Health Dept. has high balance, Investment portfolio, On target revenue side & expenditures, 160 fund, Carryover from 2018 to 2019, Preliminary budget, Timber excise tax, **Central Services:** OnGuard electronic key system, Criminal Justice system, Sheriff's department laptop issues, Phone system, **Public Hearing. Speed limit on Evans Rd. OCR 1598, Public Works: Engineer:** Roads, Preliminary Budgets, Barkley / MVID irrigation project, Methow River, Town of Twisp erosion, Buffalo Lake Rd CCT project, Peter Dan Rd slide repair, Hwy 7, Tonasket Bridge South, WATV proposed Routes, McClure Radio site, WRAP priorities, **Admin & SW:** Open Positions, Ellisforde Transfer Station land purchase, SW Disposal Fees Transfer Station Cost Analysis, SW – 2 Computer upgrades, SEPA Responsible Official Designation, Snow Grooming, Apple Maggot Status, **Public Comment:** Okanogan SD Athletic Director requesting use and waiver of fee at Agriplex, **Risk Management:** Updated Organizational Charts, **Comp. Plan Work Session:** Alternatives – maps, Basis to be population or how to react to likely population, Redo alternatives, **WSF & W director) to a Sept. 10 meeting**

9:00 BOCC: AH, CB – JD @ 9:03, Staff: PH, JP, SC & DG

DG (Civil Attorney)

- An **exec session on a jail case** – request for session, BOCC & TC 9:04 – Possible litigation. Return at 9:12
- **2 Public Records requests** took some time.
- Preparing a **brief on a tax foreclosure** – a lender contends they did not receive adequate notice of sale.

JP (Fair Grounds & Admin Maintenance)

- Has received quotes for **Agriplex AC/Heating compressors** – only an \$88 difference between two lowest bids. Should be able to install before Fair. D. Kruse Elec, & Divco two low bidders. As cost is below minimum threshold for needing formal bid process BOCC could choose bid but would need to justify selecting other than low bid. Will go with Divco, lowest. Change out old broken compressors on both units for a total of \$4800. Bid approved
- Looking for bids on **cleaning of air ducts in Jail**. Current quote is high and out of Wenatchee, JP will look at a possible Spokane contractor
- JP inquiring about procedure for making an **in shop promotion**. AH – discussion of process. Past actions have allowed internal promotions without posting? What happens if comparable people and one is promoted over the other? How to explain? PH – examine work load and re-organize if type of work justifies higher level. AH concerned about Union responses and County-wide perception. Should open for applications and interview - Internal only would be OK. AH - the promotion must meet County-needs and job description for a lead maintenance position. JP wants a higher position in the Fair Grounds to have a “supervisor” at that site. AH just needs documentation, CB – need to comply with employment policy. JP – this is to get a background for a resolution.
- **Tractor use at the Fair**. Some people are asking to use the new tractor (non-County employees). JP has been no – only County employees. Would BOCC be OK with more people? AH- approved list or qualified people with Risk Management approval. Liability issues without some careful usage. Need to balance risk and hassle of multiple requests for tractor work.
- Issue with **garbage during Fair**. Get large hopper from Disposal Company, compact and should make it through the Fair.
- **Septic at Fair** has been pumped. Gray water was OK. No need to pump yearly, just as necessary – every few years?
- **BR & other cleanup**: SC has put out a request but not received a call back. Have had some issues in the past so need to be careful. Working on it. Not a lot of people to contact who are not already busy.
- SC: Reman & Reload has been contacted on sawdust. Water truck – Tollefson will do if not working on a fire. County vehicle is old, slow and uses gravity flow, not the best solution.
- **Location of Main Gate** – is congested, better to have at South End?
- Students to **help with parking**? Possible Okanogan HS Senior Class. What is Fair Advisory doing? Their budget used for parking work.
- JP has hired replacement people to fill positions
- SC – wanting Kiwanis or Presbyterian Church to work gates. Kiwanis are interested to use money to pay for an ADA upgrade to Fair Grounds (paved walkway for wheelchairs).
- LJ & JP: arranged a walk through on a **warranty inspection** on the Admin. energy system at the Admin buildings.
- Question from Treasurer about AC and Fans in their offices. Want to remove the temporary fans as no longer necessary as AC is fixed. JP indicated they are moved a round as needed – will take care of issue.

AH leaves for certification of election results. SB (Salley Bull) arrives at 9:55

10:00 CH & LM (**Finance Committee**)

- **Cash on hand, good for right now** this time of year. Most money already has been collected. Only about 4 million is expected in the 2nd half taxes. Still not recommending making an early loan payment - \$517,000. See where they are later in the 2nd half.
- **Public Health Dept. has an unusually high balance** – not an issue but just pointing that out. Just BOCC take a look at next Dept. of Health Pub. Health Board meeting.
- **Investment portfolio** – a little over \$85 million for all entities. Most is not really County money – a great deal of the funds are School District funds. Most of that invested while awaiting construction payments. Interest rate is the highest in many years – 1.8%. Has been as high as 6% before the last big financial crash.
- Right **on target as far as revenue side, expenditures** about right also.
- CH will check on specific billing in the **160 fund** for Juvenile to see how current they are. Jail is at \$153,000 for medical expenses. Juvenile is billed within Current Expense not 160 as that is where the revenue is coming in.
- LM feels good about current situation. What level of **carryover from 2018 to 2019** is good for the BOCC? AH – County got more PILT than was expected. 1.2 Million is a good goal to make it through to April tax payments. Question might be best at Budget time. Need cash available to make payroll in early part of 2019. Would not need a resolution to move out of contingency Reserve. A lot of Agencies have “reserves” tucked away and would be difficult to gather up. CH – wants to avoid a lot of transfers next year. In preliminary budget will leave carry over blank for now.
- LJ: **Preliminary budget** is available in Sept. LJ need to publish for 1st Budget Hearing near the 1st of October. CH goal is to get preliminary budget out early. AH would like to get in a few Department heads to review before 1st official budget hearing.
- LM: **Timber excise tax** question: Currently down from last year. Need to hold back 20% and distribute the rest. The tax rate has decreased due to market prices. Tied to volume of board feed harvested and market prices. Generally a year lag from harvest for the County receiving the tax revenue. AH – send a list of how much the County has received over the past 10 years. Need to go through the Assessor’s office to get the information, will make the information public. Maybe 15 years?
- **Revenue is up** – good.

10:30 **Central Services** (Randy: Computers, Network, Software and More)

- 2 – 3 servers a year are budgeted as a general rule. 3 are budget for next year at \$15,000
- **OnGuard electronic key system.** \$4400 + \$500 (maintenance agreement). Randy will send a copy of the details. The agreement needs a signature. BOCC authorizes. There is a key fob entry system that needs to be moved from an old server to a new one. This has a SQL database software and Randy feels it is best that more highly qualified personnel do the actual transfer. This is an additional cost but it has been already budgeted. LJ – current system is erratic as some people, some times on some doors are refusing entry. Upgrade is likely to resolve.
- **Criminal Justice system** needs special compliance. State has just gotten FBI audit – got the same findings sent to the County and will work on the pertinent findings. Need to isolate system from all other service organizations.
- **Sheriff’s department laptop issues** – they are very old (patrol Car laptops). So well past 5 year replacement rule (purchased 2012). Could cycle out batches or replace all at once. All at once would be about \$30,000. USB hubs in each car are an option? Always felt should

move to “tough” laptops or something close. Are using “semi-tough” but actual use shows not difference so looking at a business grade to save a lot of money. CB – some people replace at 3 yrs. Randy – uses the 5 yr. rule and it is working fine.

- **Phone system** has been pushed down to Public Works & Health Building and it works fine. Putting out 3 switches to Fair, Hwy 97 Shop and one other. Switches come in cheaper than expected.
- Want to create another level for an employee (Steve). AH – what does the organizational chart look like. The person manages several systems. AH – not about Steve, what in general is the organization chart and what responsibilities? Not want to make a job for someone but to chart out levels and responsibilities and needed workload. Will be part of a budget discussion. AH – county can hire into Steps 1 – 4, need to match qualifications to the steps so when you hire there is a specific guideline to match to each step. This is to avoid any controversy or second-guessing. Tier 1 would be bare minimum qualifications, upgrading would meet more of the qualifications or exceed. Need to consider another position to add flexibility and redundancy. A lot of what goes on is unique to Central Service so need to get a person in and train up.

11:00 Public Works **Public Hearing. Speed limit on Evans Rd. OCR 1598.**

- Road has been upgraded from gravel to a surfaced road. State requires 50 mph unless otherwise posted. County wants to keep at 35 mph due to numerous access roads and then 25 mph when the road narrows near the end. There has been only one accident in the past 5 yrs. Passed.

11:05 Public Works (JT & BR)

- **Engineer**
 - **Roads** – Sinlahekin Rd Culvert: looking at 8 – 10 wk lead time for culvert delivery. Permitting not complete. \$76,000. Will come up with consent agenda or discuss next week.
 - **Preliminary Budgets:** submitted already and in EDEN. Goal to Auditor by Sept. 4, will talk details after that date. Will break discussion up into the sub budgets. Construction budget has to be first according to RCW.
 - **Barkley / MVID irrigation project:** Piping project, trout Unlimited concerned about Davis Creek, WDFW not involved yet.
 - **Methow River, Town of Twisp erosion:** Twisp setting up focus group on north end of town, County has a levy just upstream of town and some talk that this is part of the problem. Aerial photos show a lot of river movement all around. Tribes are looking at a bigger picture. Area involves confluence with Twisp River.
 - **Buffalo Lake Rd CCT project:** No update.
 - **Peter Dan Rd slide repair:** 30-day closure for construction is ending this week. Project is maybe half done. Need to allow some access through area will complicate project.
 - **Hwy 7, Tonasket Bridge South:** Paved a few weeks ago, putting in guardrails. Hit an 8” irrigation line, washed out some pavement and other work. Irrigation people likely responsible due to failure to locate line for project
 - **WATV proposed Routes;** Still working on maps for review
 - **McClure Radio site:** Still off limits due to fire emergency.

- **WRAP priorities** need to be in by Sept. 4.
- **Admin & SW**
 - **Open Positions: Part time Finance position** – person needs to help during busy times. Current personnel fall behind. There are some benefit issues to iron out before posting. **M1 Operator** – Temporary On-call Area 2 – not filled. Resignation of **Operator in Area 2** this morning – will post right away. Person leaving in Mid October. Will probably cause some movement. **SW Recycle/Transfer Station/Equipment Operator (2 Positions)** – slow process, no response yet, soon on offer; still one position still open – Interview this afternoon; **SW General Labor** – need for 1 or 2 to fill out season, previous workers left to go back to school
 - **Ellisforde Transfer Station land purchase:** BLA & Conveyance Documents – going over process with surveyor. Taber is responsible for all costs.
 - **SW Disposal Fees Transfer Station Cost Analysis:** This is a repeat from last week as CB was gone on vacation. The comparison has been sent to CCT. Un-compacted bins and no trailers in driving to Central Landfill makes CCT cost much higher compared to County. Discussion of work and investment no CCT and to what level that cuts costs to County. Should CCT be credited or what? Meeting Schedule: BR needs to have out a notification 60 days before implementing tipping fee. Meeting with CCT needs to be set so that can be implemented as soon as possible at end of year. CCT meeting possibly Oct 23rd.
 - **SW – 2 Computer upgrades** at Twisp and Ellisforde. Normal rotation for upgrade
 - **SEPA Responsible Official Designation:** BR, County Code allows Dept. Head can be responsible for SEPA on a variety of upcoming projects. Feels it would work better for BR to do so. But would want Planning as a backup on more complicated issues on a case-by-case basis. Will need some code work but don't foresee much change
 - **Snow Grooming:** USFS & Parks wants to move Snow Park at Bonaparte to Y. County will need to plow up to that point.
 - **Apple Maggot Status:** September 6 implementation. WSDA Meeting at Public Works 8/28 @ 10 am

1:30 Public Comment:

- **Okanogan SD Athletic Director requesting use and waiver of fee at Agriplex** for various athletic teams to practice during the unhealthy smoke conditions. There is a discussion of usage under these circumstances & fee waiver request. PH – recommends a “special circumstances” resolution as the smoke issue not specifically in the waiver rules. Okayed but must coordinate with SC.

2:00 TC (Risk Management)

- **Updated Organizational Charts** for Public Works – needs to be adopted, and County Elected Offices.
- Organization Chart is different from budgetary chart where BOCC is in a “superior” position to the other agencies. Many departments need to be broken down to get more detail in the organization charts.
- PH – Discussion of Organization Process in Planning as an example. Transportation Planning possibly more with in Public Works Admin for SEPA.

- Advocates periodic examination of what are Departments are doing, need to do and to what extent. Need to consider allocation of resources given demand, need, etc.
- CB – thinks this needs to have a “tie” between duties. PH – often get wrapped up by details and small items and not have a chance to look at the overall or upper level effects – Comp. Plan. Don’t really get to Econ. Development very often, Suggests 1) ID Mission – are doing, need to do, what want to do, ae pieces in place to meet mission?, then 2) Revise Organizational Chart to support.

2:30 **Public Works Cattle Guard Franchise #01-18. OC Cattle Co.**

- Fancher Rd MP .61 – primitive dirt Rd, inactive gravel pit on the road, may reopen if suitable. Cattle guard meets minimum County standards. Approved.

2:40 List of contracts for Fair – adopt now. Wait for more contracts to come in? Will wait until end of day to get full list of contracts – easier to process in one lump.

3:00 **Comp. Plan Work Session:**

- PH suggest steps to complete process; 1) Begin Draft for Public Comment, 2) Checklist (Opt), 3) Threshold CDs, 4) Scoping ID significant issues, 5) Draft EIS – review of alternatives – 4, 6) PC Hearings, 7) EIS – BOCC (Public Hearing optional)
- Maps or current alternatives are under review.
- A review of elements of introduction – redundancy?, necessary? For the various planning “objectives” – Planning, Comp. Plan, etc. CB – might help to have a narrative explaining the arrangement and purpose of the document.
- Minimum of 10 days before publishing
- Order of presentation of chapters could imply an order of importance. AH – move Natural Environment to the top” Need to consider order of all chapters for organization and commonality.
- Arrange of Table of Contents then order sections accordingly. CB – alternatives are all population grown models. Are there other different sets of alternatives? Perhaps plan drives population? Chicken and Egg issue? Reactive or Pro-Active plan? See this much growth and plan around that or use plan to drive growth to get what we want?
- Melanie Rowland: Basis of alternative should be based around a set of land uses plans with the population being a consequence along with the environment, etc. Plans describe where to build, to what density and in what type. JD – concern over making progress in Comp. Plan. Futurewise will challenge no matter what (Some disagreement).
- Perhaps select a most likely population prediction then develop 4 alternative plans for that result. End result might or might not be similar to what presently exists.
- Current alternatives all involve a change in Rural designation depending on population prediction – high, medium, low
- Melanie – Confusion of Scoping and Public Comments. Scoping generally receives broad comments about significant issues and suggests about what to focus on.
- CB , yes. But a lot has already been done, a court case, need to fill in the pieces and move forward. So it is not a “normal” process. Don’t want to go back to beginning and start over.
- Any time line on reaching targets on plan? If conditions change – growth, technology there could be a lot of possibilities

- PH wants direction. – Choose 1 population scenario and build 4 alternatives to accommodate that projection. PH will redo alternatives in that light.

4:30 Review of proceedings pending approval of Consent Agenda. Move and approve Consent Agenda.

Letter inviting Kelly (**WSF & W director**) to a **Sept. 10 meeting**, about post-wolf incident. Next Monday after clarification of letter

4:45 Approval of Contract List for Fair.

Adjourn.