

**Board of Okanogan County Commissioners  
(BOCC)  
Sept. 25, 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)  
Cari Hall – CH (Auditor, Finance Mgr)

Debi Hilts – DH (HR)  
Joe Poulin – JP (Maintenance & Fair Grds)  
Perry Huston – PH (Planning)  
Laleña 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: Courts update:** Jury and Operating expenses, Video interpreter, Odyssey system, Community Truancy Boards, Homeless Youth pilot, Audits, Court of Appeals, Court House security?, Old Probation Offices, **Fair Events:** Stragglng contracts, Race Track update, **Maintenance:** Irrigation outlet at the current arena area, Shut down and drain the irrigation, Costs for cleaning up Fair, **Planning:** Planning Commission is OK with a combined meeting with the Cannabis Advisory, New planning position, Finishing Comp. Plan draft, Critical Areas, **Risk Management:** Organization chart for Public Works, **Loan Program for Onsite Septic Systems:** AH & CB feel Okanogan Co. needs to get involved and will work on letter of application, **Public Works: Admin:** Open Positions, Jail Trustees for Landfill, Apple Maggot, SW Disposal Fees, SWAC Membership, **Engineering:** Maintenance & Roads, Bridge inspections, Probationary Employee Leave, **Public Comment – None, Exec Session – BOCC, DG & BR, Dept. Head Quarterly Meeting:** Review of Scanning Costs/procedures/features proposal, Budget Work Sessions, Emergency Mgmt, **WSU Extension & Weeds Quarterly report, Fairgrounds Facility Fee Waiver request, Planning process improvement meeting by Ruckelshaus Center**

8:15 AH & CB present, JT absent. LJ Present

**Courts update:** D. Rabidou & Judge Rawson

- **Jury and Operating expenses** will need a supplemental budget. There are many trials scheduled on the docket. Currently at 68% of the budget, but . . .
- All other areas are within budget.
- AH – about 160 Fund. BOCC moving medical costs out of Juvenile but will move appropriate maintenance costs into the fund – a trade off. DR – will be having a work session and talk about that as well as Court funds.
- Had plans to do a **video interpreter** but did not go through due to the Odyssey implementation. State system working on interpretive services but no funds likely state on interpretive services. County has a lack of fund for interpretive services. County would pay

for equipment up front, don't know about ongoing costs once setup. Judge Rawson: Had a video conference with psychologist and system worked very well but Judge has not used interpretive services but looking forward to trying it out. DR working on getting system in and paying for costs – big need for getting Spanish interpreters. Need to balance costs, another ½ time Interpreter or pay for video-conference system is the issue. Need for interpreter at a lot levels – family, juvenile, courts. Need to record and transcribe also.

- Still growing pains on **Odyssey system**. Need to cross train so all can use the system. Need to keep cross training as Courts move forward. Allow tools to be more proficient – reports, case management.
- **Community Truancy Boards**: working much better than detention costs. Works much better in getting students back into schools. Looks like even less \$ from legislature to support Juvenile center. Success in one place leads to decrease elsewhere. As large as Community Truancy Board works will see less and less Court need. Becca Law forced Courts involvement but Community Truancy Boards seem to be more effective.
- **Homeless Youth pilot** with UW and Community Coalition with Kitsap & Snohomish Co. Homeless Youth meeting will be Mid-Oct. to see what's going on. Difficult to collect hard data on the extent of youth homelessness. A lot of couch surfing and informal arrangements complicate. False reporting to get services is a worry. State sees this as a problem as well as locally.
- A few big **audits** – OSPI food audit at Jail/Juvenile. Sees some recommendations coming, a first audit under new standards. Will be pretty extensive. AH - this is one of the areas that went into 160 Fund. Be sure to keep BOCC in the loop. DR sees more impact at Jail level in audits – but there will be findings and will keep BOCC informed. A lot of work to prepare and adjust for new standards.
- A **WSP audit** today – criminal history, reporting, data input. Have had major findings in the past. Last audit was 3 years ago.
- **Court of Appeals** will not be hearing on the 25<sup>th</sup>, cases were continued. Maybe in the Spring.
- CB – **Court House security?** DR - Discussions during Budget work session. No real committee meetings, going over the same issues as before.
- AH – had not realized that Courts often go into evening sessions, this increases security costs. Some personnel are working long after regular hours, increase security needs.

9:45 Judge Rawson

- No shades on District Court windows, can be an issue. DR will look into the problem. Some glare with the lighting issues.
- **Old Probation Offices**: Interpreter is housed in the old Probation right now. Isn't using the whole space – some offices could be available part time. AH – needs floor plan and usage needs. Maintenance is currently down in the basement. DR what really needs is more storage. AH – Digital storage will be doing a demo for Planning. DR – feels this is not a good option due to need to have rapid and regular access. AH – let us know about who is where & when in the old Probation offices. DR – upstairs is a big space. Interpreter often needs to host guest interpreters, visiting and out of town attorneys often use space in that office. Will get info to BOCC but sees increasing use of the old Probation space. BOCC just needs info to best address needs. DR – done.

9:00 SC (Fair Events)

- A couple of **straggling contracts** coming in, then will be wrapped up with the Fair. Music person – Jerry McComb – personal services contract. SC sees one more coming. All are Fair Advisory approved. BOCC - Need TC (Risk) to sign before BOCC approval.
- SC asking for **Race Track update**. AH needs to put some time in. Wants to take down current arena. Has been given 3 options on railing. Need an agreement on what to do with old stuff. Will need more in barn, arena and track railings. SC – can relay that things will start moving forward. AH – will need a site analysis. Need to confer with CCT. **Racetrack Grants & Work**: Need to keep all work under the same heading despite being separate companies. Discussion of grant sources, need to bid parts separately, what specifics go where – to what component or project. AH will need to talk with JP about County in-kind earthwork done by Maintenance. Need to fit volunteer and in-kind into the project budget. Value needs to be put in as match must be included. Dirt work might not be in final totals. CB – good idea to meet with JT (PWorks) as he deals with these issues all the time. AH will look into to gather info. JP – Can start dismantling the arena? CB – cautions about need to get clearance from everyone just to be safe. Need to be careful of CCT archeology clearance. AH – reads a letter from CCT Archeology/Historical and declaring non-significant. Be sure to include in all materials.
- SC – Agriplex will be used regularly in the near term. Need to look at the tables due to wear and tear.

#### JP (Maintenance)

- JP – there is an **irrigation outlet at the current arena area**. AH – Standpipe for filling water tanks is needed. JP – there is a frost-free but that is potable water. There is an irrigation line that could use easily and set up. AH & JP will get together to decide.
- PH: Who is to be “Owner’s Representative”? – One person to be contact for all the contractors when they need to confer? Chain of command? AH will be contact person.
- JP – Irrigation does not need to be 36” deep so is much easier to install. AH will meet with PH to get process going.
- 9:35 JP will be making another water cycle then **shut down and drain the irrigation**.
- JP – delivers a list of **costs for cleaning up Fair** - Garbage pick, Barn clean up not up to expectations. No Jail trustees so need to communicate expectations to barn managers. JP people have pressure washed barns to prepare for Vintage Faire. Overall looks good. Now just a process of shutting things down. 4 dumpster loads hauled off, the big ones, for cleanup. All cost have been coded into EDEN.
- JP wants to discuss going to conference (Kyle also). Need additional money, not enough in current budget. AH could split out, 1 person this years budget, and 1 next years budget. Only needs to purchase plane tickets, conference fees include all else – housing, conference, food, fees.
- AH asking if JP has put together a rationale for a Chief Maintenance tech position. BOCC cannot move forward without having on paper.

#### PH (Planning)

- **Planning Commission is OK with a combined meeting with the Cannabis Advisory** – tentatively on Oct. 22.
- Will be interviewing next week for **new planning position**
- Will work on **finishing Comp. Plan draft**.
- Need to jump start discussion on **Critical Areas**. Need to look at 2012 draft and oldest working code. Enforcement needs clarification. A hang up – there is an assumption that

anything new is worse. CB – some areas of planning have been taken out of concern over Critical Areas – boundary line adjustments and an example. At some point will be County looked at over not updating Critical Areas draft.

#### 10:00 TC (Risk Management)

- Draft **organization chart for Public Works** presented. SW waste director needs to be included with a job description, currently under Admin position. Admin position currently has SEPA and managing SW. Does SW belong where it does? Discuss with JT & BR and look at job descriptions, look at how things might be better? Area people being used appropriately? Division of labor? Good fit? Tasks? Need to adopt for CRAB applications. Consider moving County Engineer to PW Director, move SW to a division head category. BOCC going over job descriptions of PWorks – Solid Waste, PWorks Director, Admin. etc. BOCC will adopt current chart as is for CRAB needs, will work on option/changes later. TC will make changes as discussed then send to BOCC for final review before adoption.

Move to approve County and Public Health vouchers – approved.

#### 10:30 DOE – Regional **Loan Program for Onsite Septic Systems** loan Program – Seth Elsen / Sean Mellon.

- DOE – waste water loan for small communities. Riverside has applied for a loan. Couldn't get cost to uses down to what residents could afford. Talked with riverside to determine options.
- On-site Septic is difficult throughout state. This program provides low cost loans, tech support, takes away risk and program overhead from Counties & communities. This is a partnership with Ecology & Health, Craft 3 and local governments. State is trying to expand program.
  - o County takes applications, property owner oversees repairs OSS (On Site Septic), DOE repays Craft3.
  - o Craft3 briefing. Basically a funding finder and loaner. A non-profit. Focus on Public Health and Environment, helping families and supporting local economies.
  - o Individual property owner applies, supports permitting and maintenance over time. Very low income property owner would repay when the sell the property.
  - o Focus is on failing systems, not for big expansions or rebuild, help out current residents.
  - o Average project size is \$20,000 – some as high as \$50,000 under special circumstances.
  - o Will support some community systems such as 8 – 12 hookups, larger in a few cases such as mobile home parks.
- Provides property owners affordable financing options for repair/replacements to better environment, public health
- County would have to join to be eligible. Joining does not necessarily align with funding availability. Oct. 1 deadline to apply – then late Spring Regional partners meet and would need to approve County application. DOE will provide a template for application.
- Program could pay for connection to a sewer system.
- Need some kind of pre-existing system to apply for a loan.
- AH – what is County obligation? DOE – support for Craft3, promote program. Rotation of sponsorship of lead County applying for financing. Helps get County out of loaning.
- Craft3 is responsible for defaults.

- **AH & CB feel Okanogan Co. needs to get involved and will work to letter of application in.**
- County has a lot of DOE needs – Elmer City, Twisp – beyond this program. DOE will assist getting funding to support.
- DOE will get application template to BOCC, County needs to send application on County letterhead.
- PH – who would be asked to administer program?

#### 11:10 BR & JT (Public Works)

- **Admin**
  - **Open Positions** – M2 Truck Driver job offer out, hope to offer Veg & Traffic crewperson next week, Winter temps posted next week.
  - **Jail Trustees for Landfill** – wants to know from BOCC for OK, Need Ket & Joe to sit down and sort out. Then inform Jail.
  - Agenda Bill – PTC Annual Leave request – see JT notes.
  - **Apple Maggot** – Special permit Status & SEPA for hauling to west side: Dept. of AG has not process , waiting on SEPA, DoA looking to avoid SEPA, seems to get agreeable for now. Winthrop shop Pit Bio-Waste stockpile: across road from Twisp Shop, no need for permit (PH), AH – talked with Cody Accord about burning (fir Chief).
  - **SW Disposal Fees** - will need a discussion with DG (Civil Attorney) – 1:30 today.
  - **SWAC Membership** – SWAC meeting on Monday, Oct. 1. Addition of CT person? 9 members now w/ 2 at-large alternates. General discussion of membership makeup. Review of members, where they represent. Good working group now – thinking about long term issues. CB – be sure to get agenda out early.
  - SW WSDOE wood stove program – canceled for this year.
  - SW WSDA pesticide collection – Oct. 27
- **Engineering**
  - **Maintenance & Roads:** No OT update – pouring concrete up Salmon Creek. Re-open bridge after concrete sets up. Temporary repair, will need a major rebuild. Looking at funding options. Found issue in a normal inspection for minor fix while water at low level. May put off Hwy 97 project near Verastar. Looking at 1.5 million to fix bridge.
  - **Bridge inspections:** will be doing over next 7 days.
  - Consent agenda items. – want to change rules to allow probationary employees to take annual leave. Working on a new contract for next year. Wants a resolution to cover from now to end of 2018 to provide for an annual leave during probation period. Will pull from today's Consent and bring back new resolution.

#### Lunch

1:30 Public Comment – None

1:40 Exec Session – BOCC, DG & BR – return at 1:49

#### 2:00 Dept. Head Quarterly Meeting

- **Review of Scanning Costs/procedures/features** for potential project for whole Planning Dept. files. Record storage and Records on demand PH goes over costs, retrieval, storage,

etc. Fully digital – saves space and more security Problems – budgeting, and level of service. Does not replace what people are doing now, just cheaper, faster – guaranteed.

- **Budget Work Sessions**

- o Most Depts. have received invite to session, most have confirmed.
  - o AH – LM gone all next week. Went over Sheriff’s already – just got info what, why changes, why increases, why certain line items.
  - o Current draft 2019 budget at 2.4 million over
- **Emergency Mgmt (MG):** Wants personal info to can reach and contact in case something happens – this is a backup to Shoretel. LM – would this info be subject to FOIA or public disclosure – TC –yes, MG not sure. Not piece of info is mandatory.
- No Committee reports

**3:05 WSU Extension & Weeds Quarterly report**

- Weeds: All’s well. Long-term office person/field inspector is retiring. Opening a full time Field Inspector, posting out now. Looking for a new person. Real happy with space in Public Works Bldg. Had 1<sup>st</sup> official public records request – 6 hrs, 2 people. Worked closely with DG.
- WSU Extension: Fair had 84 4H, 460 separate entries, 44 livestock. Has no previous info for comparison. 58 Master Gardner intakes – in office, 66 face-to-face at Twisp Farmer’s Market. 121 at Okanogan Master Gardener and their farmer’s market. Natasha new 4H Coordinator, starts Nov. 1. Hopes to recruit new and more Master Gardeners. Will teach 5 food preservation classes – Okanogan, Methow, Tonasket, Methow & Tonasket in that order. Job announcements for Food Sense Coordinator working out of Douglas Co. but will be in Okanogan Co. Very old printer, 13 months over lease, company wants to replace with a new & better model. Would be a new 5 yr. lease. Will replace, take away old printer – will give better quality, cheaper per copy. Uses same old cartridge so no need for new supplies. Overall costs will end up being cheaper than current. BOCC OK.

**3:30 Fairgrounds Facility Fee Waiver request** – Corner Stone Christian Church – Hallelujah Carnival Oct. 31. Pastor at Corner Stone requesting fee reduction – approval pending documentation of service of poor and or infirm, 50% reduction.

3:55: Approval of Consent Agenda with removal of Public Works request for annual leave during probationary period.

4:02 PH – There will be a **planning process improvement meeting by Ruckelshaus Center** on Oct. 18, 2<sup>nd</sup> meeting will be with list that PH has sent in. Goal is to make planning better. Will send in app for local capacity grant, create County-wide database on wells.

Adjourn.