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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

APRIL 12, 2022

8 **9:00 AM** Commissioners' Staff Meeting
9 **9:30 AM** Exit Conference-Accountability Audit -State Auditor
10 **10:00 AM** Continued Staff Meeting
11 **10:30 AM** Update-County Auditor-Cari Hall
12 **11:00 AM** Continued Public Hearing Utility Franchise-City of Brewster-Public Works JoAnn Stansbury
13 **To Follow** Update Public Works-Engineer Josh Thomson
14 **1:30 PM** Board of Health-1234 S. 2nd Ave, Okanogan
15 **3:30 PM** Public Hearing Budget Supplemental Appropriation-Various Budgets
16 **3:40 PM** Public Hearing Budget Supplemental Appropriation-Fair Fund #112 & Affordable Housing #141
17 **To Follow** Commissioners to set Wednesday's Agenda
18 **To Follow** Approve Commissioner Proceedings- April 4 and 5, 2022
19 **To Follow** Approve Consent Agenda

The Okanogan County Board of Commissioners met for a Public Hearing at 123 5th Avenue North, Okanogan, Washington on April 12, 2022 with Chairman, Commissioner Andy Hover; Vice-Chairman, Commissioner Chris Branch; Member, Commissioner Jim DeTro; and the Clerk of the Board, Laleña Johns, present.

AV Capture provided audio and video of the meeting held today, while ZOOM provided best audio accessibility and public interaction.

Commissioners' Staff Meeting

Building Official Dan Higbee explained the Alaskan Bush people requested to film the process of obtaining a permit from the Building Department, but Mr. Higbee thought this sort of thing typically gets signed off. Commissioner Branch and Commissioner Hover discussed the proposal and asked Mr. Higbee to inquire of the County's Chief Civil Deputy for any legalities involved.

Fairgrounds Manager Naomie Peasley joined staff via zoom. She requested the board consider a resolution to reestablish a change fund in the Fairgrounds office because there is no change currently in the office.

Ms. Peasley stated five grandstand demo quotes were turned in, but since then she discussed the project with Public Works and it was determined there were additional requirements that needed to be met. Mr. Peasley discussed needed gravel for under the new grandstands. She requested the board formally reject the quotes in order to rebid the project with required bid specs. Commissioner Hover said yes, it should be requoted and then the board can go from there.

The Clerk of the Board provided her staff update and received direction on the following matters:

- Divco quote for card readers on Planning and Emergency Management doors.
- Repair of the Superior Court Door.
- Installation of a door reader on Jail Courtroom.

The Clerk explained her concern for egress that the only other door for exit was behind the judge's bench and the lighting was low at that exit.

She also received direction on Infrastructure investment that was being withheld for 20-Year Master Plan expense which should be from the Capital Improvement fund.

54 Commissioner Hover would like to revisit the requirements of use of the Infrastructure fund at
55 some point to make sure this board understands the process. The Clerk of the Board said she
56 would gather the information from the record and file for future discussion.

57

58 **Motion Meeting Minutes April 11, 2022**

59 Commissioner DeTro moved to approve the meeting minutes of April 11, 2022. Commissioner
60 Hover stated the board wished to review the meeting minutes prior to approving. Motion was not
61 seconded, motion failed.

62

63 **Motion- Approve Nominees for Okanogan County Citizens Advisory Committee**

64 Commissioner Branch moved to approve the meeting minutes of April 11, 2022 after review and
65 corrections were made. Motion was seconded, all were in favor, motion carried.

66

67 **Motion Resolution 51-2022 Fairgrounds Change Fund**

68 Commissioner Branch moved to approve resolution 51-2022 to replenish the Fairgrounds
69 change fund and rental deposit that was stolen from the office. Motion was seconded, all were
70 in favor, motion carried.

71

72 **Exit Conference-Accountability Audit 2020-State Auditor**

73 State Auditor's Office present: Cynthia Medina, Alvaro Lagunas, and Jake Santistevan
74 County staff present: Treasurer Leah McCormack, Auditor Cari Hall, Lisa Schreckengost, Pam
75 Johnson

76

77 Cynthia provided a handout regarding the audit. (attached) Mr. Alvaro went through the
78 accountability audit results.

79

80 It was a very clean audit with only a couple audit recommendations as outlined on the handout.
81 The cost of the audit is in alignment of the original estimate.

82

83 Audit 2021 will be Accountability for public resources, Financial Statements and

84

85 Commissioner Hover and Auditor Hall signed the closing letter acknowledging the audit results
86 to the State Auditor.

87

88 **Motion State Auditor Exit Letter-Accountability Audit**

89 Commissioner Branch moved to authorize the chairman to authorize the 2020 accountability
90 audit exit letter to the State Auditor. Motion was seconded, all were in favor, motion carried.

91

92 **Continued Staff Meeting**

93 Treasurer McCormack explained proposed staffing needs because the office is down two people.
94 She explained the different positions in her office and their functions. She proposed adding a
95 grade 16 position and moving the other grade 16 to grade 17. One position has a bit higher
96 responsibility to collect taxes and disburse money and discusses payment plans with tax payer .
97 The position would be funded 70/30 between two funds. The Data processing clerk is also a grade
98 18. The Treasurer explained her office has always been conservative and considerate of the
99 budget and expense, but it is now time to address this shortfall. Commissioner Branch said he
100 considers what is important to the department head.

101

102 Commissioners discussed the requested changes/proposals.

103

104

105 **Motion Permission to move Forward with the Treasurer Staffing Proposal**

106 Commissioner Branch moved to acknowledge the Treasurer moving forward with the proposal to
107 add a position at grade 16 and increase the grade of the other to grade 17 and to bring this
108 proposal to the union for their consideration. Motion was seconded, all were in favor, motion
109 carried.

110
111 Commissioner Hover discussed replacement of the HVAC units on the Justice Building in order
112 to get them designed and in place. Improvements to the roof may also need to be made
113 beforehand. Commissioner Branch said he did look into some portable HVAC units that require
114 delivery and installation and perhaps creating a hole in the wall.

115
116 Joe Poulin provided some details on Justice Building HVAC unit issues. Cascade Mechanical and
117 Divco both looked at the units and they are pretty much dead as the compressors are gone, have
118 been rewired on different occasions with very little maintenance done by previous owner.
119 Solutions for heat were addressed and the thermostat set, but when there are many people in the
120 room it gets too warm. Mr. Poulin explained today it is too cool. There is no cooling except where
121 day care is and above the Fish & Wildlife, but the rest does not have cooling. Options would be
122 to obtain portable cooling units or work with the architect, Commissioner Branch stated going
123 back to the courthouse courtroom would be an option because it has good heating and cooling.
124 For the new Justice building to accommodate a portable heat pump unit on a trailer a big hole
125 would need be to be made and maybe hooking it up to current system, but it is uncertain of the
126 cost for shipping the units. Commissioner Hover suggested meeting with the Architect next week
127 before the departmental interviews.

128
129 Look at a cooling center to see what that is, said Commissioner Branch. It was around \$17,000
130 per month so he thought maybe purchasing something would be better. Swamp coolers were
131 discussed.

132
133 Divco to provide quotes of the units above dispatch. Commissioner Hover said the units are on
134 back order for Public Works building. He reminded that a budget supplemental is needed for that
135 expense in Capital Improvement fund.

136
137 Mr. Poulin stated the extraction well for courthouse geothermal system is spitting water out the
138 top and it shouldn't.

139
140 Dan Higbee followed up with the Alaskan Bush people's request to obtain a county building permit
141 and would like to be able to film the process. The commissioners discussed the request and would
142 like to do some more research before authorizing. Commissioner Branch explained another
143 situation that turned sideways and that situation was on TV. He isn't saying that would happen
144 here.

145
146 Commissioners discussed whether or not a meeting is needed on Wednesday. No meeting will
147 be held on Wednesday.

148
149 **Update-County Auditor-Cari Hall**

150 Jamie Groomes

151
152 Auditor Hall provided an agenda and discussed the items listed there. She will be out of state
153 after today for several weeks.

154
155 **Bond Budget Supplemental Discussion**

156 One thing needed is the breakdown of the different projects and what they are going to cost.
157 There is enough bottom line to pay the bond costs, but those need to be offset with the
158 expenditures. Commissioner Hover explained the building for sheriff and coroner was \$1.5 million
159 33% of that would be coroner building. Two public works shops \$750,000 per shop, rest into.
160 Phase I of the Justice building, two shops, and Sheriff/Coroner building is going to cost more than
161 what we have in bond proceeds. The order is two county shops and sheriff storage facility with
162 the coroner's piece out of ARPA and last the justice building, said Commissioner Hover. Cari said
163 the full proceeds will need to be in the budget. Initially the BARS codes do matter but that can be
164 put into place as we know the function of the line items. Auditor Hall will prepare the budget
165 supplemental request today.

166
167 ARPA budget Discussion
168 Auditor Hall discussed allocation then as invoices come in create the bars codes and adjust later
169 because it is bottom line budget. Commissioner Hover said when the government changed the
170 rules they allowed up to 10 million in lost revenue and we can use that on just about anything. He
171 isn't sure if there needs to be one budget expenditure line for revenue loss. No, there needs to
172 be multiple bars, said Cari. As invoices come in the specific BARS codes will be created. Public
173 Health and Roads is already set. Auditor Hall explained the best way to handle this. The Clerk
174 previously asked about the Fire Services for Mazama water project. The Board said an MOU is
175 needed also with CFDA number on it and monitor the work. Commissioner Hover asked if
176 monitoring is required. Cari explained if prepaid we must ensure that is the way the funds were
177 spent. We still need to monitor because these are federal funds. Commissioner Branch asked if
178 reimbursement is better than upfront. Commissioner Hover stated they will be billing us for the
179 pump and the county is paying that.

180
181 Commissioner Branch stated there are counties hiring ARPA funds managers to handle their
182 funds and individual grant reporting who understands federal guidelines. He said the cost is 1%
183 of the grant or allocation. We could share a manager with a neighboring county.

184
185 Spokane news channel 6 news reported on the county's CARES ACT finding, in case the
186 commissioners get a call. Methow Valley News also did an article about it, but it was a good
187 article. Commissioner DeTro said he referred callers to the Methow Valley news article about
188 the situation.

189
190 Set up a restricted BARS line to hold the funds until PH to pays back the amount of CARES
191 ACT funds until we know how to pay back the state.

192
193 Voter's Pamphlet-quotes-action needed
194 Auditor Hall stated two quotes were received. Sound Publishing would have needed to print out
195 of country.

196
197 112 pages Consolidated Press LLC-\$9,217.43
198 104 Consolidated Press LLC 8,838.25

199
200 Lynden Tribune for 120 pages is \$25,787.79

201
202 Postage is different, but we have a BRM account set up, said Jamie Groomes and postage
203 budget for that amount and would not need to consider the \$11,000 for that.

204
205
206

207 **Motion Voters Pamphlet**

208 Commissioner DeTro moved to go with Consolidated Press as the printer for the primary voter's
209 ballot. Motion was seconded, all were in favor, motion carried.

210

211 **Jury Revolving Account Increase**

212 Auditor Hall stated the current trial is going to be over \$20,000 and there is only \$10,000 in the
213 account. She requested the account be bumped up and a resolution was prepared to do this.

214

215 **Motion Resolution 48-2022 Revolving Fund Increase**

216 Commissioner Branch moved to approve resolution 48-2022 increasing the Jury Revolving fund
217 from \$10,000 to \$20,000 for jury services. Motion

218

219 **Continued Public Hearing Utility Franchise-City of Brewster-Public Works JoAnn Stansbury**

220 Commissioner Hover opened up the hearing. Jo Ann Stansbury provided her staff report.
221 (attached)

222

223 The hearing was closed to the public as no one wished to comment and then opened up the
224 hearing to the Board.

225

226 **Motion Resolution 47-2022 Brewster Franchise Agreement**

227 Commissioner Branch moved to approve resolution 47-2022 approving the Franchise Agreement
228 between Okanogan County and the city of Brewster. Motion was seconded, all were in favor,
229 motion carried.

230

231 **Update Public Works-Engineer Josh Thomson**

232 Engineer Thomson provided his staff report agenda and discussed the items listed there.

233

234 *Maintenance and Road Conditions*

235 All road restrictions have been lifted at this time.

236

237 The Miller Pit will be shut down due to machinery breakdown and due to an extended wait time
238 for parts to be shipped from Germany. It has been that way for most part orders.

239

240 Starting a gravel haul on Bill Shaw, so using gravel from the Miller pit for that. There has been a
241 lot of development on top of Bill Shaw Rd so road improvements are being done to that road.

242

243 *Talks Foster Bridge* is getting permitted but WDFW did not like the plans so a meeting will be held
244 with Yakama Nation on that. Funding by Methow Trails will be requested directly to the contractor
245 as that would be best.

246

247 *WATV Routes Request* WATV routes requested by the WATV club were sent to the board in a
248 map. Are there any questions. Commissioner Hover would like the map displayed and requested
249 a future discussion of those routes. He would like to inquire of the AGO about variable speeds
250 rules for clarification. Commissioners discussed the benefits to opening up the routes.
251 Commissioners would like this to be a public work session as an agenda item so the public can
252 participate who want to listen.

253

254 Commissioner Hover's district did not have WATV routes approved when other roads in the
255 county were approved.

256

257 OCOG planning and support-Working on the trails and figuring out how that will work with the
258 trails was discussed and they were willing to discuss. Permitting has increased by double and
259 there are positions that deal with the planning and six-year plan. There used to be more staff
260 working on this. Used to have 23 people at public works and now there are 14. Can a proposal
261 be put together for commissioners' discussion? Gas tax dollars fund the PW Paths and trails fund
262 so roads need to be included if funds were spent from the fund. A proposal was requested after
263 working with Planning to see what we are looking at since Planning was dealing with the trails
264 portion. Engineer tech series at step one would be about \$70,000 and step five at \$82,000. OCOG
265 has some funds that could cover. Consultant would cost that amount but not as many hours would
266 be included. 40%, 30%, 20% split with a target.

267
268 Still short on an engineering position and still working on that because supervision isn't what it
269 should be with only Engineer Thomson as the engineer. There are other activities and work to
270 cover the cost. The requirements and hoops are more difficult to address. A formalized proposal
271 will be submitted.

272
273 GIS position was filled after several interviews. Road Crews still short, but interviews are
274 happening for Methow area 3. Area 2 will be filled soon too. Having a hard time filling temp flagger
275 positions.

276
277 FD6 Mazama Well-working with Chief Civil on an MOU. There is an old MOU draft but it has
278 different language than what might be needed now. The county is going to pay for the
279 infrastructure so would the MOU be only for the use of the well. Is the county going to own it or is
280 the FD6? That needs to be discussed with the district to identify what the agreement actually
281 needs to be. They can use the well and maintain it and that would be in the MOU provisions. Will
282 also need to consult with the county auditor.

283
284 B-4 Bridge Replacement project. The casted Girders that are driven on were discussed. Engineer
285 Thomson explained some spec issues that did not happen and alignment of the girder to girder
286 is uneven. It will take a profile grinder to mill it off and put patches on it and long-term that is not
287 a good thing. A meeting with contractor and girder supplier is on Friday.

288
289 Engineer Thomson discussed a meeting with DOT, City of Omak and Tribe on some changes
290 due to the tribe's clinic project. They wanted to do something on Hwy 155 that included a
291 roundabout. Start with clinic and other stuff built out there. DOT was excited about it, but it isn't a
292 county road and is outside the city limits. The Tribe wants a sidewalk out to their facilities but it
293 appears DOT was in favor of the roundabout and started that idea. This is an ongoing project that
294 may need more time to figure out. Engineer Thomson explained the idea of a roundabout on
295 Rodeo Trail Rd that provides access to Tribal Trails and Hwy 97.

296
297 Commissioner Hover stated Colville Forest needs a formula for long term timber projects on
298 county roads. Commissioner DeTro said we cannot measure the impact because we have no
299 mills right now. Do we have roads affected by Forest Service timber hauls? Engineer Thomson
300 said there hasn't been enough activities that impact paved roads.

301
302 Commissioner Hover asked the Clerk of the Board to put two draft letters one to Newhouse and
303 one to Cantwell on letterhead for consideration.

304
305 A discussion was scheduled with the Board that was requested by Nattalie Cariker on a water
306 issue she is having at her residence that she wanted to present her findings to the board. Engineer
307 Thomson said this issue was previously recommended by Albert Lin to not be addressed as this

308 issue was being caused by natural ground water which is very prevalent on that hillside and some
309 irrigation alteration at the top of Kermel by a landowner. A culvert was placed along the road to
310 keep the water on the other side of the road away from the downside of the hill. Commissioner
311 Hover asked if a French drain would benefit the Cariker's and prevent water from affecting the
312 parcel.

313
314 Commissioners thought a discussion with Fire District 6 regarding the arrangement should be
315 explored about well maintenance and infrastructure and a possible MOU that lays it out.

316
317 Commissioner Branch stated he attended the FAC meeting last night and suggested the
318 Chairman of the committee to discuss some issues with Commissioner Hover that he had.
319 Commissioner Branch explained to FAC that we needed an ex officio member of the BOCC to be
320 on the committee but not to serve as chair. That person would also be the boss of the paid staff.
321 FAC suggested nominating which county commissioner it would be. Commissioner Hover said it
322 did not matter to him who it is. Commissioner DeTro did not think he would be very productive if
323 he was chosen.

324
325 The BOCC recessed until 3:30 p.m.

326
327 **Board of Health-1234 S. 2nd Ave, Okanogan**
328 The commissioners attended the board of health meeting and returned at 3:10 p.m. but did not
329 readjourned until 3:30 p.m.

330
331 **Public Hearing Budget Supplemental Appropriation-Various Budgets**
332 Commissioner Hover opened up the hearing to staff. Auditor Hall via zoom explained this
333 supplemental was to allocate for wage increases through collective bargaining units, staff
334 changes and non-bargaining employees wage increases. Commissioner Hover inquired of the
335 source of funds for the Contingency Reserve of Emergency Management fund. It was correct.

336
337 **Motion Resolution 153-2022 Budget Supplemental Appropriation**
338 Commissioner Branch moved to approve resolution 53-2022 a budget supplemental
339 appropriation to various funds. Motion was seconded, all were in favor, motion carried.

340
341 **Motion - Voucher Approval - Commissioners**
342 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those
343 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a
344 list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to
345 approve the regular vouchers in the amount of \$637,461.36. Warrant numbers as cited on the
346 attached blanket voucher list. Motion seconded and carried.

347
348 **Motion Public Health Voucher**
349 Commissioner Branch moved to approve the Public Health Vouchers including regular vouchers
350 in the amount of \$18,538.59. Warrant numbers as cited on the attached blanket voucher list.
351 Motion was seconded, all were in favor, motion carried.

352
353 **Motion**
354 Commissioner DeTro moved to approve two letters: one to Senators Cantwell and Murray, and
355 one to Congressman Newhouse regarding rural cellular networks being funded in the FY2023
356 appropriations bill. Motion was seconded, all were in favor, motion carried.

357
358

359 **Motion Appointment Housing Authority of Okanogan County-Laura Hernandez**
360 Commissioner Branch moved to reappoint Laura Hernandez for another five-year term to the
361 Housing Authority of Okanogan County. Motion was seconded, all were in favor, motion carried.

362
363 **Motion Appointment Housing Authority of Okanogan County-Dr. Brendan Smith**
364 Commissioner Branch moved to appoint Dr. Brendan Smith to fill the unexpired term of Yvonne
365 Bussler White on the Housing Authority of Okanogan County. Motion was seconded, all were in
366 favor, motion carried.

367
368 **Public Hearing Budget Supplemental Appropriation-Fair Fund #112 & Affordable Housing #141**
369 Commissioner Hover opened up the hearing to staff. The Clerk of the Board stated the Housing
370 Authority of Okanogan County Meadowlark Senior Housing project was awarded \$100,000 in
371 2021. Placing Dept of Agriculture Fairs revenue into the ending fund balance.

372
373 **Motion Resolution 57-2022**
374 Commissioner Branch moved to approve resolution 57-2022 approving a budget supplemental
375 within the Affordable Housing fund and the Fair Fund. Commissioner Branch stated the name of
376 the Parimutuel Fund BARS line needs to be renamed. Motion was seconded, all were in favor,
377 motion carried.

378
379 **Approve Commissioner Proceedings- April 4 and 5, 2022**
380 Commissioner DeTro moved to approve the commissioners' proceedings April 4 and April 5, 2022.
381 Motion was seconded, all were in favor, motion carried.

382
383 **Motion Tonasket EMS District**
384 Commissioner Hover moved to adjourn as the BOCC and reconvene as the Tonasket EMS District.
385 Motion was seconded all were in favor, motion carried.

386
387 Commissioner Hover moved to approve the Voucher certification and authorize the Tonasket EMS
388 District vouchers to be paid in the amount of \$16,200 to Life Line for March Services. Motion was
389 seconded, all were in favor, motion carried.

390
391 Commissioner Branch moved to adjourn as the Tonasket EMS District and Reconvene as the
392 Oroville Rural EMS District. Motion was seconded all were in favor, motion carried.

393
394 **Motion Oroville Rural EMS District**
395 Commissioner Hover moved to approve the Voucher certification and authorize the Oroville Rural
396 EMS District vouchers to be paid in the amount of \$9,680. Motion was seconded, all were in favor,
397 motion carried.

398
399 Commissioner Branch moved to adjourn as the Oroville Rural EMS District and Reconvene as the
400 BOCC. Motion was seconded all were in favor, motion carried.

401
402 **Motion Code Publishing Legal Review Agreement**
403 Commissioner Branch moved to approve and authorized the chairman to sign the Code Publishing
404 company agreement to provide a legal review of the county's code at the estimated amount of
405 \$4500. Motion was seconded, all were in favor, motion carried.

406
407
408
409

410 **Motion Closed Session RCW 42.30.140(4)(b)**
411 Commissioner Branch moved to go into closed session until 4:00 p.m. to discuss collective
412 bargaining including contract negotiations. Motion was seconded, all were in favor, motion
413 carried.

414
415 Closed session ended at 4:00 p.m. no decisions were made.
416

417 **Commissioners to set Wednesday's Agenda**
418 No meeting on Wednesday is needed.
419

420 **Approve Consent Agenda**

421 Commissioner DeTro moved to approve the consent agenda items 1-12 as presented. Motion
422 was seconded, all were in favor, motion carried.

- 423 1. **Acknowledge Fairgrounds Use Contract-River Valley Funeral & Cremation**
- 424 2. **Acknowledge Fairgrounds Use Contract-North Valley Mechanical Ammonia Class**
- 425 3. **Acknowledge Fairgrounds Use Contract-Omak Ok Rotary Business Week**
- 426 4. **Acknowledge Fairgrounds Use Contract-FMEF Jeff Workman**
- 427 5. **Acknowledge Fairgrounds Use Contract-Okanogan Athletic Booster Club**
- 428 6. **Certificate of Completion ADT-Lenel Service Agreement Renewal 2022**
- 429 7. **Interlocal Agreement Addendum#1-Shared911 Equipment & Services Skamania & Skagit**
- 430 8. **Special Occasions Liquor License-Chickadee Trailhead-6/18/2022-Tara Moser**
- 431 9. **Special Occasions Liquor License-Tonasket Rodeo Grounds 5/27-28-Roger Sawyer**
- 432 10. **Resolution 46-2022 Authorizing Mobile Command Vehicle-Sheriff**
- 433 11. **Resolution 49-2022 Appointing Chief Civil Deputy Prosecutor-Esther Milner**
- 434 12. **Resolution 50-2022 Authorizing Step Increase-Building Permit Admin Secretary**

435
436 Commissioners briefly discussed Fair Advisory Committee as they changed their meeting day to
437 the first Thursday of each month.
438

439 Commissioners discussed a notice to advertise in the newspaper of record a notice of Request
440 for Proposals for operations of the Fair auction services.
441

442 The board adjourned at 4:15 p.m.
443
444