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**RECORD OF THE PROCEEDINGS**

**OKANOGAN COUNTY**

**APRIL 19, 2022**

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**9:00 AM Commissioners' Staff Meeting**  
**9:45 AM Discussion ADT Security Door Proposals**  
**10:00 AM Finance Committee Meeting Treasurer McCormack**  
**11:00 AM Public Hearing NOA Net Utility Franchise 02-22-Public Works JoAnn Stansbury**  
**To Follow Update Public Works-Engineer Josh Thomson**  
**1:30 PM Commissioners to set Wednesday's Agenda**  
**1:35 PM Public Comment Period**  
**2:00 PM Update Building Dan Higbee**  
**3:00 PM Discussion Fire District #10- Feasibility Study Cortner Architectural Company**  
**To Follow Commissioners to set Wednesday's Agenda**  
**To Follow Approve Commissioner Proceedings- April 12th**  
**To Follow Approve Consent Agenda**

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The Okanogan County Board of Commissioners met for a Public Hearing at 123 5<sup>th</sup> Avenue North, Okanogan, Washington on April 19, 2022 with Chairman, Commissioner Andy Hover; Member Commissioner Jim DeTro; and the Clerk of the Board, Laleña Johns, present. Vice-Chairman, Commissioner Chris Branch; attended the meeting via zoom.

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

**Staff Meeting**

The Clerk of the Board discussed changes to the agenda. Yesterday's discussion regarding the Operations Support Specialist with the Undersheriff was rescheduled to today at 11:15 a.m.

Director Palmer provided her staff report and discussed the items listed there.

How does the board wish to evaluate the Shoreline Master Program consultant proposals? Commissioner Hover would like to see the comments. Commissioner Branch would like Planning to review them and provide her thoughts and recommendations to the BOCC for their consideration.

An executive session is scheduled at 2:30 p.m. to discuss two different legal matters regarding potential and/or ongoing litigation.

Emergency Management provided an update on the snow pack and effects it has on our water situation. The districts reservoirs are low. With recent snow fall and rain things could change as the season progresses. Met with Fire Chiefs regarding the burn restrictions versus a ban and working with DNR on what that should look like. Other issues, Multi Hazards Mitigation plan was approved by FEMA and will go through SEPA and approved. North West Management drafted the plan and that element was required. Community Wildfire meetings will begin in May.

Commissioner Hover said he would like the board to review and discuss the Draft Request for Proposal for livestock auction auctioneer services.

53 Commissioner Hover said Mayor Moody provided information to him via email about requested  
54 county ARPA funds and the town's funding projects and strategies they want the BOCC to  
55 consider. Commissioners discussed how they would move forward in their considerations in  
56 funding the large projects. What is the potential of them being funded by other funding sources.  
57 Commissioner Branch noted that he also received the request and read from the Mayor's email  
58 about the water project needs and funding ask.

59  
60 **Motion - Voucher Approval - Commissioners**  
61 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those  
62 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a  
63 list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to  
64 approve the regular vouchers in the amount of \$208,455.06 and Payroll vouchers in the amount  
65 of \$1,064,730.39. Warrant numbers as cited on the attached blanket voucher list. Motion seconded  
66 and carried.

67  
68 **Motion Public Health Voucher**  
69 Commissioner DeTro moved to approve the Public Health Vouchers including regular vouchers in  
70 the amount of \$3,077.45 and payroll vouchers in the amount of \$52,298.86. Warrant numbers as  
71 cited on the attached blanket voucher list. Motion was seconded, all were in favor, motion carried.

72  
73 **Motion CDBG Public Services Grant Request #15 for March Services**  
74 Commissioner DeTro moved to approve the CDBG Public Services grant request #15 in the  
75 amount of \$3,346.19 for the month of March 2022 and authorized the chairman to sign. Motion  
76 was seconded all were in favor, motion carried.

77  
78 **Motion CDBG Public Services Grant Request #9**  
79 Commissioner **DeTro** moved to approve the CDBG Public Services grant request #9 in the amount  
80 of \$15,710.20 for the month of March 2022 and authorized the chairman to sign. Motion was  
81 seconded all were in favor, motion carried.

82  
83 Commissioner Branch discussed the need for a future meeting with Life Line regarding Oroville  
84 Rural EMS District. He also discussed dilapidated county and city buildings that need to be  
85 cleaned up. Commissioner Hover stated a need to discuss changes to the code regarding  
86 enforcement language from misdemeanors to infractions with the Sheriff. Commissioner Branch  
87 would also like to discuss possibly creating a committee to look into those more thoroughly.  
88 Commissioner Hover asked about the changes in the marijuana revenue distributions by the state.  
89 Commissioner Branch replied that a bill passed that serves to increase the County share.

90  
91 **Discussion ADT Security Door Proposals**  
92 Commissioners discussed the two ADT proposals to repair a security door for Superior Court and  
93 install a security door lock in the Jail Courtroom (\$18,869.52) and on several interior doors within  
94 the Virginia Grainger building (\$17,450.14). The Commissioners would like to discuss the  
95 proposals with Emergency Management and Planning and have a separate meeting with the  
96 Judges regarding the Courthouse proposal before deciding on the project.

97  
98 **Finance Committee Meeting Treasurer Leah McCormack**  
99 Lisa Schreckengost

100  
101 Treasurer McCormack provided her treasurer's update and Finance Committee items. (attached)

102

103 Ms. Schreckengost provided that Public Health is vouchering a check for repayment of the  
104 CARES ACT funds to the County Commissioners. A Treasurer's check will be cut to Commerce  
105 to pay back the funds.

106  
107 Commissioners discussed impacts of increased operating costs and wages. Commissioners  
108 discussed projects that need funding. Commissioner Branch will discuss, with Economic Alliance  
109 Director Roni Holder Diefenbach, agencies with funding needs. An idea to prioritize the funding  
110 requests was discussed.

111  
112 **Commissioners to set Wednesday's Agenda**

113 Commissioners did not need to meet Wednesday for county business.

114  
115 **Approve Consent Agenda**

116 Commissioner DeTro moved to approve the consent agenda item as presented. Motion was  
117 seconded, all were in favor, motion carried.

118 **1. Statewide Imagery Consortium Service Level Agreement Renewal with WaTech**

119  
120 Commissioner Branch discussed a need for a Fairgrounds capital improvement program and the  
121 need to create a metrics to keep tract of a plan. One problem, Commissioner Hover has is with  
122 the everchanging costs. Commissioners discussed strategies and benefits of a schedule that  
123 would help them predict project costs for budgeting purposes for the various projects. There is a  
124 need to keep tract of the goals and rational for them. Commissioner Hover wondered if the  
125 Fairgrounds buildings should be included in the maintenance and repair schedule on The Dude.  
126 Commissioner Branch said costs and plans evolve and we adapt over time, but the planning tool  
127 will keep us on tract and allow application of meaningful changes that come up.

128  
129 Commissioner Hover said he would like to hire a grant administrator to manage the grants of the  
130 fire districts. A fire Marshall would need to be employed by the County Commissioners and there  
131 are things going on in the county that a fire Marshall could be doing that the current chiefs are  
132 doing. He would like to consider someone over the next five years that is temporary and part time  
133 that would look and manage grants that benefit the fire districts. Commissioner Branch expressed  
134 apprehension about funding special districts and said if he had a choice he would prefer a county  
135 administrator. He discussed the similarities and differences between cities within the county and  
136 their ability to fund and accomplish projects. The various fire associations of the state might help  
137 discuss the idea with the board.

138  
139 **Public Hearing NOA Net Utility Franchise 02-22-Public Works JoAnn Stansbury**

140 Commissioner Hover opened up the public hearing asking for staff report. Ms. Stansbury  
141 presented her staff report. (attached) This is a franchise located within the county right of way  
142 agreement for a Fiber Optic Line that NoaNet would like to renew. Commissioner Hover asked  
143 for public comment. Ms. Stansbury said no comments were received. No public wished to  
144 comment. Commissioner Hover closed the hearing to comment and opened up to commissioners'  
145 discussion.

146  
147 **Motion Resolution 54-2022 NoaNet Utiltiy Franchise 02-22**

148 Commissioner DeTro moved to approve resolution 54-2022 a NoaNet Utiltiy Franchise agreement  
149 No. 02-22 as presented. Commissioner Branch asked if the utility line was underground or over  
150 ground and it is either. Motion was seconded, all were in favor, motion carried.

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154 **Discussion Operations Support Specialist-Undersheriff Culp**  
155 Undersheriff Culp explained a proposal to adjust the job description of the Administrative Support  
156 Specialist who currently provides highly confidential complex administrative support to the Task  
157 Force.

158  
159 He proposed a reclassification of the position as the original classification did not capture the full  
160 role of the employee which includes grant management, financial and budgeting tasks, handling  
161 of confidential funds for covert operations and controls the distribution of money. Generally, when  
162 employees have access to and manage a significant amount of money the classification should  
163 reflect the responsibility. The adjusted job description was provided. (attached) This will be the  
164 job description moving forward. The ask is to approve the adjustment of the name from an  
165 Administrative Support Specialist to an Operations Support Specialist from pay band 16 to pay  
166 band 18. The position is 100% grant funded within fund 132.

167  
168 **Motion to Draft Resolution**

169 Commissioner Branch moved to direct that a resolution to be created to update the Administrative  
170 Support Specialist job description to Operations Support Specialist and pay schedule from pay  
171 band 16 to pay band 18. Motion was seconded, all were in favor, motion carried.

172  
173 Commissioner Hover recessed until 1:30 p.m.

174  
175 **CANCELLED Update Public Works-Engineer Josh Thomson**

176  
177 **Public Comment Period**

178 Commissioner Hover saw no public in person or via zoom to comment.

179  
180 The Clerk of the Board presented a resolution to be approved by the commissioners regarding a  
181 project on Chiliwist Road by Public Works.

182  
183 **Motion Resolution 56-2022 Chiliwist Road Project**

184 Commissioner Branch moved to approve resolution 56-2022 approving use of county forces for  
185 the Chiliwist Road project in the amount of \$112,000. Motion was seconded, all were in favor,  
186 motion carried.

187  
188 **Update Building Dan Higbee**

189 Building Official, Dan Higbee provided the building department application trends report. He  
190 stated about 140 of the applications were due to marijuana operations reviews where buildings  
191 had been constructed without building permits. Many were retroactive permitting as noted on the  
192 report. Containers on property must be permitted because most use them as a "building".

193  
194 **Motion Executive Session RCW 42.30.110 (1)(i)**

195 Commissioner Branch moved to go into executive session at 2:00 p.m. until 2:30 p.m, inviting  
196 Planning Director Pete Palmer, Chief Civil Deputy Esther Milner, attorney Jenna Mandell-Rice  
197 and attorney Derek Little to discuss legal matters under RCW 42.30.110(1)(i). Motion was  
198 seconded, all were in favor, motion carried.

199 Commissioners extended executive session a 2:30 for another 15 minutes, the again at 2:45  
200 ending at 3:00 p.m. no decisions were made.

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205 **Discussion Fire District #10- Feasibility Study-Jim Cortner Architectural Company**

206 Roni Holder Diefenbach

207  
208 Jim Cortner with Cortner Architecture presented an Executive Summary of the Feasibility study  
209 done on Loomis Fire District #10 to see if it was feasible for the district to build apparatus bays  
210 and a community center. Mr. Cortner went through the study slides that showed several options  
211 and their costs, however options did not include the cost to purchase the land. The district debt  
212 capacity is around \$171,000 so teaming up with the county may be required to qualify for certain  
213 grants. One option was a CDBG General Purpose grant, but the grant would be administered  
214 through the county with the Fire District being a subrecipient of the grant. The grant approval  
215 would be dependent on whether or not the district residents were income qualified. CDBG serves  
216 low and very low-income people. This may require an income survey of the district.  
217 The district would also need the capacity to provide complex accounting to meet the requirements of  
218 the grant.

219  
220 Commissioner Hover asked about using modular type buildings to possibly reduce the cost. Mr.  
221 Cortner explained some ideas for selling it to the community as a way for them to be able to obtain  
222 good fire insurance for their property. The community knows what their capacity is and they  
223 understand the importance of this essential service, but the fire commissioners are volunteers.

224  
225 Ms. Diefenbach suggested the commissioners discuss the need with our legislators to help set  
226 dollars aside or additional funding that could offset other types of funds. The study provided the  
227 numbers that would help the district volunteers drive that conversation.

228  
229 The property must be acquired as a first step.

230  
231 Ms. Holder-Diefenbach will send an email to the fire district commissioners and provide the  
232 information and options to consider.

233  
234 **Approve Commissioner Proceedings- April 12th**

235 Commissioner Branch moved to approve the meeting minutes of April 12, 2022. Motion was  
236 seconded, all were in favor, motion carried.

237  
238 The board adjourned at 4:00 p.m.

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