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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

DECEMBER 12, 2023

9:00 AM Review Meeting Minutes for November 27th, 28th, & 29th, December 4th, 5th& 6th, 2023
9:15 AM Public Comment Period
9:30 AM Public Hearing-Budget Supplemental Park & Rec Fund 125-Lower Goat Creek Bridge
9:35 PM Update-Human Resources/Risk Management-Shelley Keitzman
10:00 AM Update-Communications/Dispatch-Mike Worden
10:30 AM Update-County Auditor-Cari Hall
11:00 AM Update-Public Works-Engineer Josh Thomson
1:30 PM Board of Health-1234 S. 2nd Ave, Okanogan
3:30 PM Commissioners to set Wednesdays Agenda
3:45 PM Approve Meeting Minutes for November 27th, 28th, 29th, December 4th, 5th,6th, 2023
4:00 PM Approve Consent Agenda

The Okanogan County Board of Commissioners met for a regular meeting at 123 5th Avenue North, Okanogan, Washington on December 12, 2023 with Chairman, Commissioner Chris Branch; Member, Commissioner Jon Neal; and the Clerk of the Board, Laleña Johns, present.

Vice-Chairman, Commissioner Andy Hover was absent due to personal business.

AV Capture and Zoom provided audio and video accessibility for public interaction.

Motion - Voucher Approval - Commissioners

Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to approve the regular vouchers in the amount of \$1,089,295.33. Warrant numbers as cited on the attached blanket voucher list. Motion seconded and carried.

Motion Tonasket EMS District

Commissioner Neal moved to adjourn as the BOCC and reconvene as the Tonasket EMS District. Motion was seconded all were in favor, motion carried.

Commissioner Neal moved to approve the Voucher certification and authorize the Tonasket EMS District vouchers to be paid in the amount of \$32,400 to Life Line for November & December Services. Motion was seconded, all were in favor, motion carried.

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

Motion Oroville Rural EMS District

Commissioner Neal moved to approve the Voucher certification and authorize the Oroville Rural EMS District vouchers to be paid in the amount of \$35,666 November & December. Motion was seconded, all were in favor, motion carried.

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

53
54 **Review Meeting Minutes for November 27th, 28th, & 29th, December 4th, 5th& 6th, 2023**

55 Commissioners reviewed their meeting minutes.

56
57 **Motion Approve November 27, 2023 Proceedings**

58 Commissioner Neal moved to approve November 27, 2023 meeting minutes with corrections.
59 Motion was seconded, all were in favor, motion carried.

60
61 Commissioner Neal moved to approve November 28, 2023 meeting minutes with correction.
62 Motion was seconded, all were in favor, motion carried.

63
64 Commissioner Neal moved to approve November 29, 2023 meeting minutes with correction.
65 Motion was seconded, all were in favor, motion carried.

66
67 **Public Comment Period**

68 Ruth Hall, member of the public, via zoom, did not have comment.

69
70 **Approve Consent Agenda**

71 Commissioner Neal moved to approve the consent agenda items, as presented. Motion was
72 seconded, all were in favor, motion carried.

- 73 1. Re-Appointment Letter FAC Brock Hires
74 2. Resolution 198-2023-Budget Amendment CE-CR and CE-CMRS-\$19,414

75
76 **Public Hearing-Budget Supplemental Park & Rec Fund 125-Lower Goat Creek Bridge**

77 Commissioner Branch opened up the public hearing. The public hearing is to provide sufficient
78 budget for the remaining costs for materials related to the Lower Goat Creek Bridge repairs. He
79 opened up the hearing to public. Ruth Hall had no comment. He closed the hearing to comment
80 and opened up to commissioner discussion.

81
82 **Motion Resolution 199-2023- Budget Supplemental Park & Rec Fund 125**

83 Commissioner Neal moved to approve resolution regarding a budget supplemental appropriation
84 within the Parks and Rec fund in the amount of \$2,848. Motion was sec

85
86 **Update-Human Resources/Risk Management-Shelley Keitzman**

87 Ms. Keitzman asked the board to complete the employee evaluations and submit them ASAP for
88 scheduling. The commissioners set Tuesday, December 26 for the evaluations to be scheduled.

89
90 Union contracts are ready to be authorized by the parties. They include six contracts with two
91 more to go. Ms. Keitzman will take some time off before the end of the year.

92
93 **Update-Communications/Dispatch-Mike Worden**

94 Chief Communications Deputy Mike Worden provided his departmental update. All thirteen
95 positions are filled with two currently in training. Downside is average longevity was 10 years and
96 now it is 4 years so experience is lower and the amount of workload they can take on is lower.

97
98 The county will take liberty of the Mobile command vehicle this month. Thursday it will be outfitted
99 with decals and on December 28 with the other gear to make it operational.

100
101 Radio project is 2/3 the way through earlier adopter on Pitcher Mt. Install of hardware, fine tuning
102 of the system is the work that still has to happen. Figuring out how the county will access the core
103 systems, working out developing needed relationships and privileges.

104
105 Chief Worden is working out the USDA grant, we can afford it and we can achieve enough of the
106 project, and we can get that done in one movement for a short transition.

107
108 The Infrastructure funds were discussed. Molson site would be selected for the funds.
109 Commissioner Branch was hopeful the regional director will help. The funding timeline is a three-
110 year spending window. If a legislative appropriation it would be available by July 2024 spent by
111 June 2025. Sooner we can figure out the radio project funding the sooner we can start the
112 identification of the site. He explained some location ideas that are very improved already for the
113 main repeaters.

114
115 Was on a call with Director Palmer and Architects MJ Neal and Associates to discuss the proposal
116 for the construction bid documents and management proposal. Those will be forthcoming for
117 commissioners review and approval.

118
119 **Update-County Auditor-Cari Hall**
120 Auditor Cari Hall updated the board on several items.
121 Recording fees are going up again, working with Eagle to get the fees updated. It is getting very
122 expensive to record documents. The fee is set by State and the auditor doesn't have the authority
123 to waive the fees. All sub agents are up and running in different areas of the county. She got a
124 notice there will be a state-wide shortage of license plate inventory. Entering all AP batches,
125 gearing up for year-end tax reporting. Going to be a large February election and with it being a
126 presidential election year it will be a huge process for her office. Starting the elections wall project
127 for the election room. It will impact her processing so the project does need to be quickly
128 accomplished. Cameras were discussed with Central Services. Grant funded counter tops and
129 safety glass installation will begin soon. Grant funds must be spent by June 2024. Commissioner
130 Branch explained the courthouse flooring projects will need good coordination with departments
131 and he wants to be careful. She said when the elections office must remain accessible. She will
132 send the whole year schedule to the Clerk of the Board.

133
134 Auditor Hall explained two bids were received for the 2024 Election Voter's Pamphlets. (attached)

135
136 Sound Publishing
137 Tabloid 3,000 pages \$786.11 does not include postage for mailing

138
139 Consolidated Press LLC
140 Tabloid 3,000 pages \$828.83 estimate for postage was included.

141
142 It was recommended to go with Consolidated Press LLC due to the company mailing preparation
143 services are included in the fee, dimensions are 1" larger for less pages in the pamphlet and less
144 cost. They also produce the state's pamphlet so there is consistency for voters.

145
146 **Motion Consolidated Press LLC**
147 Commissioner Neal moved to accept the Auditor's recommendation and award the voters
148 pamphlet to Consolidated Press LLC for 2024 Elections. Motion was seconded, all were in favor,
149 motion carried.

150
151 Districts do pay their portion of the costs when their district has elections.

152
153 Commissioner Branch thanked the Auditor for the completeness of her recommendation. After
154 the first of the year, would the commissioners be willing to discuss the elections positions list the

155 auditor uses to select the needed elections staffing. Many on call are retired and many cannot
156 drive far in winter months, and so the more expanded list is to call from will provide sufficient
157 numbers to achieve the election work.

158

159 **Motion Rescind Resolution 190-2023**

160 Commissioner Neal moved to rescind resolution 190-2023. Motion was seconded, all were in
161 favor, motion carried.

162

163 **Motion Rescind Resolution 191-2023**

164 Commissioner Neal moved to rescind resolution 191-2023. Motion was seconded, all were in
165 favor, motion carried.

166

167 **Motion Resolution 196-2023**

168 Commissioner Neal moved to approve resolution 196-2023 adding a Civil Clerk/Bailiff position to
169 District Court. Motion was seconded, all were in favor, motion carried.

170

171 **Motion Resolution 197-2023**

172 Commissioner Neal moved to approve resolution 197-2023 changing job title and job description
173 of a position within the Clerk's office. Motion was seconded, all were in favor, motion carried.

174

175 **Motion Resolution 200-2023**

176 Commissioner Neal moved to approve resolution 200-2023 adding a Legal Secretary III/Public
177 Records Specialist position within the Prosecutor's office. Motion was seconded, all were in favor,
178 motion carried.

179

180 **Motion Resolution 201-2023**

181 Commissioner Neal moved to approve resolution 201-2023 adding a Civil Clerk/Bailiff and 2
182 Primary Bailiff positions within District Court. Motion was seconded, all were in favor, motion
183 carried.

184

185 **Discussion Final Order of Vacation Lost River Tracts**

186 Commissioners reviewed the draft order. Commissioner Neal stated the order should include the
187 date the public hearing was held, the contingencies agreed to by the board where the final
188 decision and details were noted. The order does not state specifically that the vacation is
189 contingent to the homeowners paying the proper fees. Timeframe was noted in the meeting
190 minutes for this to be accomplished by a time certain.

191

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

193 Commissioners discussed the additional language for the Lost River Tracts vacation order. The
194 additional language will be drafted by Commissioner Branch and final draft will be reviewed by
195 Chief Civil Deputy Esther Milner then it will be finally considered and approved by the BOCC.

196

197 *Maintenance and Road Conditions*

198 Engineer Josh Thomson provided a brief update on the road conditions. We have hardly had any
199 snow and most of that over the weekend.

200

201 *Cougar Creek Road*

202 Cougar Creek Road directional signage by the Y would help keep folks on the right road. It may
203 help delivery drivers stay on the right county road.

204

205 Commissioner Branch asked about the landfill's new cell, Engineer Thomson said it is wide open
206 so anything that falls goes right into it. There is a little concern with that. Some additional
207 recommendations for solutions to dealing with oil and other waste may be a future discussion.
208

209 **Board of Health-1234 S. 2nd Ave, Okanogan**

210 Commissioners attended the Board of Health meeting.

211

212

213 The board adjourned at 11:30 a.m.