

1 **RECORD OF THE PROCEEDINGS**

2 **OKANOGAN COUNTY**

3 **DECEMBER 5, 2022**

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8	9:00 AM	Review Meeting Minutes November 29 & December 5, & 6, 2022
9	9:15 AM	Public Comment Period
10	9:30 AM	Rescheduled February 6 @ 1:30p <del>Public Meeting Tunk Basin Rezone Planning</del>
11		<del>Director – Pete Palmer</del>
12	10:00 AM	Update – Human Resources/Risk Management – Shelley Keitzman
13	10:30 AM	Update – County Auditor – Cari Hall
14	11:00 AM	Bid Opening – Public Works – Shop Buildings – Shasta Stidman
15	11:15 AM	Bid Opening – Public Works – Motor Fuel – Jerry Paul
16	To Follow	Update – Public Works – Josh Thomson
17	1:30 PM	Board of Health – 1234 S. 2nd Ave, Okanogan
18	3:00 PM	Public Hearing Budget Supplemental Appropriation Capital Improvement Fund 134
19	3:10 PM	Commissioners to set Wednesday’s Agenda
20	3:20 PM	Approve Commissioner Proceedings November 29 & December 5, & 6, 2022
21	4:25 PM	Approve Consent Agenda

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22

23 The Okanogan County Board of Commissioners met for a regular meeting at 123 5<sup>th</sup> Avenue

24 North, Okanogan, Washington on December 5, 2022 with Chairman, Commissioner Andy Hover;

25 Vice-Chairman, Commissioner Chris Branch; Member, Commissioner Jim DeTro; and the Clerk

26 of the Board, Laleña Johns, present.

27

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

29

30 **Review Meeting Minutes November 29 & December 5, & 6, 2022**

31 The meeting minutes were provided to the commissioners this morning.

32

33 **Public Comment Period**

34 Emily & Paul Sisson commented on the county’s allocation of county ARPA funds to Winthrop

35 Fire Hall costs.

36

37 Ruth Hall said she was glad the county adopted its budget. She said its incredible how much

38 snow we received in before winter solstice. Commissioner DeTro remembered the snow in 1996,

39 but that happened in January. The IT side will need to discussed with IT.

40

41 **Update – County Auditor – Cari Hall**

42 Auditor Cari Hall, Deputy Auditor Jamie Groomes

43

44 Auditor Hall was notified that elections funding was released. Some kind of plan will be submitted

45 for use of the funds. They did say it cannot supplant. Purchase of good UPS’s would be some

46 equipment needed that provide power for several hours rather than only a few minutes.

47 Discussed voter pamphlets orders and RFP. Ms. Groomes stated three quotes were received

48 after sending the notice to several vendors.

49

50 Lindon Tribune quote was \$598 and only includes printing. We would have to hire a mailing

51 service figure out the postage and is better to have one source to deal with.

52

53 Sound Publishing 1,001 for 3,000 or them and includes delivery sorting and Wenatchee post office

54 but not \$.17 for postage.

55  
56 Consolidated Press was the highest bid at \$1297 but includes everything postage sorting etc...

57  
58 Auditor Hall recommended Consolidated Press because the cost included everything and  
59 provides one-point contact for the whole process.  
60

61 **Motion Voters Pamphlet**

62 Commissioner Branch moved to go with the Consolidated Press for the voters pamphlet because  
63 the vendor does everything sort, print, postage etc... Motion was seconded, all were in favor,  
64 motion carried.  
65

66 ~~Public Meeting Tunk Basin Rezone Planning Director – Pete Palmer~~  
67 **Rescheduled February 6 @ 1:30p**

68  
69 **Update – Human Resources/Risk Management – Shelley Keitzman**

70 Prosecutor Albert Lin, Chief Civil Deputy Esther Milner, Cari Hall, Jamie Groomes  
71

72 Prosecutor Lin requested a reclassification of a position. A salary survey showed position at 97%  
73 of comps right now, but it did not consider secretary position being 2% difference instead of 5%.  
74 Parody should be 5% between the two position because of the duties are significantly more than  
75 what the secretaries do. The position was recommended to be retitled.  
76

77 Ms. Milner explained the differences between the other county positions versus Okanogan  
78 County's for the two positions of Legal Secretary and Legal Support  
79

80 A similar position in Superior Court does the same duties and that position is a grade 22. The  
81 prosecutor's position does significantly more than the Superior Court position due to DNA work.  
82

83 The county does receive funding from the feds as a reimbursable in support of the position.  
84 Commissioner Hover asked if the revenue was based on the expenditures.  
85

86 The cost was not budgeted in 2023 budget. This will need to be discussed with the Union, stated  
87 Commissioner Hover. Once that is done, then an LOA and resolution would be needed.  
88

89 Auditor Hall and Ms. Keitzman discussed going to a true hourly status for pay. Auditor looked at  
90 how payroll is calculated. We should change based on hours worked rather than a salary basis.  
91 There needed to be notifications to the Union and no way that can be done by January 1.  
92

93 Ms. Keitzman stated a letter to the union would be drafted and sent with a timeframe to complete  
94 the process end of March. The letter will include the language of the State Auditor. We need to  
95 process our payroll according to the rules. It is a True way to pay and is based on hours worked  
96 in a pay period and truly equals out the same in the end. We aren't processing the pay as we  
97 should and we need to. Employees are used to getting a certain amount each month but because  
98 there are sometimes 70, 80 or 90 hours in a month.  
99

100 Commissioners discussed sub area land use processes that go before the Planning Commission  
101 and how the commission recommendations come through to the board. Commissioners further  
102 discussed submission of additional Grizzly Bear comments to the Park Service.  
103

104 **Bid Opening – Public Works – Shop Buildings – Shasta Stidman**

105 Commissioner Hover stated the time is here for receiving bids for the Public Work's Shops. He  
106 noted one bid was submitted. The following bid was opened and read.

107  
108 Halme Builders-Davenport  
109 Commissioner Hover stated a combined work bid, a Tonasket base bid and a Twisp base bid.  
110 Bid bond at 5%. Addendum 1, 2 and 3 were pointed out by Ms. Stidman and those were  
111 received.  
112  
113 Tonasket \$2,300,000 (not including sales tax)  
114 Twisp 2,250,000 (not including sales tax)  
115 Combined bid \$4,550,000 (not including sales tax)  
116  
117 Ms. Stidman stated bids that do not include sales tax, the contractor is still responsible for  
118 paying sales tax.  
119  
120 **Bid Opening – Public Works – Motor Fuel – Jerry Paul**  
121 Commissioner Hover stated the time for receiving bids and noted three bids were submitted.  
122 Commissioner Hover opened and read the bids. Bids included fuel and diesel costs for each city  
123 requested.  
124  
125 Coleman Oil  
126  
127 Whitely Fuel LLC  
128  
129 CO Energy  
130  
131 Jerry Paul will compile the bids and provide a recommendation at a later date.  
132  
133 **Update – Public Works – Josh Thomson**  
134 Engineer Thomson provided the Public Works agenda and discussed the items listed there.  
135  
136 *Maintenance and road conditions*  
137 Roads are fine after the snow event. More snow could fall next week.  
138  
139 *Shops bids*  
140  
141 *F-2 bridge weight restriction resolution*  
142 Engineer Thomson explained this resolution to the board.  
143  
144 *2023 temporary wages resolution*  
145 Engineer Thomson explained the resolution and what it will do.  
146  
147 *2023 budget*  
148 The budget was adopted. Reports due to the CRAB will be generated.  
149  
150 Next week there is a bid opening for the Central Landfill Phase 4 Development. Engineer  
151 Thomson will be absent next week but Ms. Stidman will be here for the bid opening.  
152 Commissioners recessed at 11:37 a.m. until 3:00 p.m.  
153  
154  
155 **Board of Health – 1234 S. 2nd Ave, Okanogan**  
156 Commissioners attended the Board of Health.  
157  
158 **Public Hearing Budget Supplemental Appropriation Capital Improvement Fund 134**

159 Commissioner Hover opened up the public hearing to staff. The Clerk of the Board explained  
160 the DAHP grant was only \$248,925 and the bid from Pioneer Waterproofing came back at  
161 \$360,028 a difference of \$111,103. This supplemental will ensure the fund's bottom line is not  
162 overspent.

163  
164 Commissioner closed to staff and opened up to the public, seeing no one he closed to the public  
165 and opened up to the board.

166  
167 **Motion Resolution 198-2022 Budget Supplemental Capital Improvement Fund 134**

168 Commissioner DeTro moved to approve resolution 198-2022 a budget supplemental  
169 appropriation within the Capital Improvement fund in the amount of \$44,028. Motion was  
170 seconded, all were in favor, motion carried.

171  
172 Commissioner Hover closed the hearing.

173  
174 **Commissioners to set Wednesday's Agenda**

175 No meetings Wednesday.

176  
177 **Approve Commissioner Proceedings November 29 & December 5, & 6, 2022**

178 Commissioner DeTro moved to approve the November 29, 2022. Motion was seconded, all  
179 were in favor motion carried.

180  
181 **Approve Consent Agenda**

182 Commissioner DeTro moved to approve the consent agenda items 1-5 as presented. Motion  
183 was seconded, all were in favor, motion carried.

- 184  
185
- 186 1. Interlocal Agreement – Building Inspection Services – City of Okanogan
  - 187 2. Interlocal Agreement – Building Inspection Services – City of Oroville
  - 188 3. Interlocal Agreement – Building Inspection Services – City of Omak
  - 189 4. Resolution 194-2022 – Restoring Sick Leave – Tony Hawley
  - 190 5. Resolution 195-2022 – Budget Amendment ARPA Fund 170

191 **Motion Contract-Homeless Housing Fund-Okanogan Community Action Council**

192 Commissioner Branch moved to approve the contract between Okanogan County and Community  
193 Action Council for Homeless Housing Funds for 2023 funding in the amount of \$57,500. Motion  
194 was seconded, all were in favor, motion carried.

195  
196 **Motion Contract-Homeless Housing Fund-Room One**

197 Commissioner Branch moved to approve the contract between Okanogan County and Room One  
198 for Homeless Housing Funds for 2023 funding in the amount of \$30,000. Motion was seconded,  
199 all were in favor, motion carried.

200  
201 **Motion Contract-Homeless Housing Fund- Okanogan Behavioral Healthcare**

202 Commissioner Branch moved to approve the contract between Okanogan County and Okanogan  
203 Behavioral Healthcare for Homeless Housing Funds for 2023 funding in the amount of \$55,000.  
204 Motion was seconded, all were in favor, motion carried.

205  
206 **Motion Contract-Homeless Housing Fund- The Support Center**

207 Commissioner Branch moved to approve the contract between Okanogan County and the Support  
208 Center for Homeless Housing Funds for 2023 funding in the amount of \$38,271. Motion was  
209 seconded, all were in favor, motion carried.

210  
211 **Motion Contract-Homeless Housing Fund- Housing Authority of Okanogan County**

212 Commissioner Branch moved to approve the contract between Okanogan County and the Housing  
213 Authority of Okanogan County for Homeless Housing Funds for 2023 funding in the amount of  
214 \$15,000. Motion was seconded, all were in favor, motion carried.

215

216 **Motion Contract-Homeless Housing Fund- Okanogan Community Homeless Shelters**

217 Commissioner Branch moved to approve the contract between Okanogan County and Okanogan  
218 Community Homeless Shelters for Homeless Housing Funds for 2023 funding in the amount of  
219 \$72,000. Motion was seconded, all were in favor, motion carried.

220

221 **Motion Contract-Homeless Housing Fund- Foundation for Youth Resiliency & Engagement**  
222 **(FYRE)**

223 Commissioner Branch moved to approve the contract between Okanogan County and the  
224 Foundation for Youth Resiliency & Engagement (FYRE) for Homeless Housing Funds for 2023  
225 funding in the amount of \$37,000. Motion was seconded, all were in favor, motion carried.

226

227 **Motion Appointment Housing Authority Board-Jimmy Relaford**

228 Commissioner Branch moved to approve the appointment of Jimmy Relaford to the unexpired term  
229 of Harry Best for a term ending May 3, 2025. Motion was seconded, all were in favor, motion  
230 carried.

231

232 **Motion Appointment Housing Authority Board Rita Kessell**

233 Commissioner Branch moved to approve the appointment of Rita Kessell to the unexpired term of  
234 Kelly Scalf for a term ending May 3, 2025. Motion was seconded, all were in favor, motion carried.

235

236 **Motion CDBG Public Services Grant Request #5 No. 22-62210-011**

237 Commissioner Branch moved to approve the CDBG Public Services Grant Request #5 in the  
238 amount of \$2,311.27 and authorize the chairman to sign. Motion was seconded all were in favor,  
239 motion carried.

240

241 **Motion CDBG CV-1 Grant Request #23 No. 20-6221C-119**

242 Commissioner Branch moved to approve the CDBG CV-1 Grant Request #23 in the amount of  
243 \$25,138.21 and authorized the chairman to sign. Motion was seconded, all were in favor, motion  
244 carried.

245

246 **Motion Resolution 165-2022 Homeless Housing Allocation**

247 Commissioner Branch moved to approve resolution 165-2022 allocating Homeless Housing Fund  
248 142 to those agencies as recommended by the Housing Coalition for use in 2023. Motion was  
249 seconded, all were in favor, motion carried.

250

251 **Motion Resolution 196-2022 Bridge Load Restrictions Bridge F-2 Hwy 7 Similkameen**

252 Commissioner Branch moved to approve resolution 196-2022 a resolution establishing bridge load  
253 restrictions on Bridge F-2 over the Similkameen River. Motion was seconded, all were in favor,  
254 motion carried.

255

256

257 **Motion Resolution 199-2022 Public Works Temporary Positions Wages**

258 Commissioner Branch moved to approve resolution 199-2022 which amends wages for Public  
259 Works Temporary positions and amends the salary schedule identified as Exhibit A and previously  
260 adopted by resolution 3-2022. Motion was seconded, all were in favor motion carried.

261

262

263

264 **Motion - Voucher Approval - Commissioners**  
265 Commissioner Branch moved to approve the regular vouchers in the amount of \$323,169.83.  
266 Warrant numbers as cited on the attached blanket voucher list. Motion seconded and carried.

267  
268 **Motion Public Health Voucher**  
269 Commissioner Branch moved to approve the Public Health Vouchers including regular vouchers  
270 in the amount of \$8,254.65. Warrant numbers as cited on the attached blanket voucher list. Motion  
271 was seconded, all were in favor, motion carried.

272  
273 **Motion Methow Valley EMS District**  
274 Commissioner Branch moved to adjourn as the BOCC and reconvene as the Methow Valley EMS  
275 District. Motion was seconded all were in favor, motion carried.

276  
277 Commissioner Branch moved to approve the Voucher certification and authorize the Methow  
278 Valley EMS District December vouchers to be paid in the amount of \$60,815.16. Motion was  
279 seconded, all were in favor, motion carried.

280  
281 Commissioner Branch moved to adjourn as the Methow Valley EMS District and Reconvene as  
282 the BOCC. Motion was seconded all were in favor, motion carried.

283  
284 **Motion Letter 2022 North Cascades Ecosystem**  
285 Commissioner Branch moved to approve the comment letter for the environmental impact  
286 statement for the Commissioner Branch isn't really dumbfounded about local interests in law, but  
287 he isn't sure if that is exactly what is going on now. All in favor, motion carried.

288  
289 **Motion VISA Late Fee Waiver**  
290 Commissioner Branch moved to allow the Clerk to pay the additional interest charge on county  
291 VISA credit card ending in 8742 from county funds in the amount of \$3.43 that was not included  
292 in the previous amount approved on November 8, 2022. Motion was seconded, all were in favor,  
293 motion carried.

294  
295 The board adjourned at 3:40 p.m.  
296