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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

DECEMBER 5, 2023

9:00 AM Review Meeting Minutes for November 27th, 28th, 2023
9:15 AM Public Comment Period
9:30 AM Discussion-Round Table-Finance
10:30 AM Continued Budget Work Session-Prosecutor-Albert Lin
11:00 AM Public Hearing-Utility Franchise-Elmer City Sewer Lines-PW Jo Ann Stansbury
11:10 AM Public Hearing-Utility Franchise-Oroville E. Smith Water Lines-PW Jo Ann Stansbury
11:20 AM Update-Public Works-Engineer Josh Thomson
1:30 PM Continued Budget Work Session-Juvenile-Dennis Rabidou
2:00 PM Public Hearing-Budget Supplemental-Vehicle Reserve-Sheriff's Vehicle
2:05 PM Commissioners to set Wednesdays Agenda
2:10 PM Approve Meeting Minutes for November 27th, 28th, 2023
2:20 PM Approve Consent Agenda

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

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

Review Meeting Minutes for November 27th, 28th, 2023

Commissioner Neal he discussed the discontinuation of the NC Library Book Mobile in Okanogan County with Rep. Joel Kretz. It is a valuable the service to county residents. It was suggested that a letter from the BOCC be drafted to the NCW Library board. Commissioner Branch said he is interested in drafting the letter for consideration. The community appeared to be unaware of the discontinuation of the book mobile in Okanogan County.

Public Comment Period

Ruth Hall, member of the public via Zoom, noted her daughter gave birth to a little girl, but had no other comment. The board congratulated her.

Continued Budget Work Session-Prosecutor-Albert Lin

Lisa Schreckengost, Finance Manager; Pam Johnson Treasurer; Albert Lin, Prosecutor; Teagan Levine, Admin

The Prosecutor's proposed budget was shared on the zoom screen. The group reviewed the remaining expenditure and revenue line items to be considered the 2024 budget.

Commissioner Hover discussed setting the county's contribution of funds towards the Prosecutor's salary at 32.5% of a Superior Court Judge salary effective annually on July 1. Commissioner Hover said the other elected official's salary schedule was different and changes six months January 1. It was also noted that a previous resolution set district #1 and #2 commissioners' salary at 40% of the Superior Court Judge's salary, but did not align District #3 position salary at that time as commissioners cannot change their salary mid-term. A new resolution would align all three

53 commissioners' salaries and set the prosecutor's salary at 32.5% of the Superior Court judges' salary
54 with an effective date of January 1, 2024.

55
56 Ms. Levine asked that the other requested positions be considered as draft resolutions were sent to
57 HR. Commissioner Hover stated the public records position would handle all redactions and is an
58 important position to the prosecutors' department. The position would help other departments with
59 public record legal questions.

60
61 The group discussed funding departmental asks with the remaining funds available. Some
62 departments may need to come back in 2024 after the county knows its carryover amount. Not all asks
63 may be granted.

64
65 Portions of the prosecutor's revenue and expense budgets were reviewed and adjusted.

66
67 **Public Hearing-Utility Franchise-Elmer City Sewer Lines-PW Jo Ann Stansbury**

68 Commissioner Branch opened up the hearing to staff. Jo Ann Stansbury provided her staff report.
69 (attached) no public comment was received after posting and advertising the public hearing.
70 Commissioner Branch clarified whether this franchise was for sewer upgrade. Jurisdiction was
71 established between city and county. He opened up the hearing to public testimony. Ruth Hall via
72 zoom had no comment and hearing was opened up to commissioners' discussion.

73
74 **Motion Resolution 181-2023**

75 Commissioner Hover moved to approve resolution 181-2023 approving the franchise agreement
76 between Okanogan County and Elmer City for Elmer City Sewer Lines. Motion was seconded, all were
77 in favor, motion carried.

78
79 **Motion Resolution 189-2023**

80 Commissioner Hover moved to approve resolution 189-2023 regarding the setting of Elected Official's
81 salaries and setting the Prosecutor's salary at 32.5% of the Superior Court Judge's salary effective
82 January 1, 2024 and thereafter. Motion was seconded, all were in favor, motion carried.

83
84 **Motion Resolution 190-2023**

85 Commissioner Hover moved to approve resolution 190-2023 which added a Legal Secretary III/Public
86 Records Specialist position and stating funded positions within the Prosecutor's office for the AFSCME
87 union employees. Motion was seconded, all were in favor, motion carried.

88
89 **Motion Resolution 191-2023**

90 Commissioner Hover moved to approve resolution 191-2023 which added a Legal Secretary III
91 position within the Prosecutor's office and promoted Merrill-Lynn McPherson to the position. Motion
92 was seconded, all were in favor, motion carried.

93
94 **Motion Resolution 192-2023**

95 Commissioner Hover moved to approve resolution 192- 2023 setting Elected Official's Chief Deputy
96 salaries to 85% of their Elected Official's salary computed on the first day of every year. Motion was
97 seconded, all were in favor, motion carried.

98
99 **Public Hearing-Utility Franchise-Orville E. Smith Water Lines-PW Jo Ann Stansbury**

100 Commissioner Branch opened up the hearing to staff. Jo Ann Stansbury provided her staff report.
101 (attached) no public comment was received after posting and advertising the public hearing. He
102 opened up the hearing to public testimony. Ruth Hall via zoom had no comment and was opened up
103 to commissioners' discussion.

104
105

106 **Motion Resolution 184-2023 Utility Franchise-Orville E. Smith Water Lines**
107 Commissioner Neal moved to approve resolution 184-2023 regarding a Utility Franchise agreement
108 between Okanogan County and Orville E. Smith for water lines. Motion was seconded, all were in
109 favor, motion carried.

110
111 **Update-Public Works-Engineer Josh Thomson**
112 Engineer Josh Thomson provided his agenda and discussed the items listed there.

113
114 *Maintenance & Road Conditions*
115 Engineer Thomson explained current road conditions after the weekend snow storm. Overtime for the
116 event was over 200 hours and that was discussed. Commissioner Hover asked about his area and
117 how those road priorities are determined. He wondered if it was more cost effective to cut it down
118 during an even with two passes or cut it down with one pass after an event. He asked Public Works
119 to be more proactive and use the forecast to prepare staff. Engineer Thomson stated it isn't like there
120 are staff on call, there is a work schedule that is followed. It is a balance between that and safety. Area
121 three has the least amount of overtime hours. Area one crew did finish the salmon creek slope failure
122 and they did a good job.

123
124 *Cougar Creek Road*
125 Engineer Thomson explained Phyllis/Stella Erickson called several issues to ask the county to
126 change Old Sheridan road and Cougar Creek road because she doesn't get her packages delivered.
127 Delivery service providers appear to be using Google Map directions to delivery packages. The
128 Board determined that the Google map has an error and does not show the road correctly.
129 Commissioner Hover sent Google the info for the correction and hopefully that helps with package
130 delivery for the resident.

131
132 Engineer Thomson discussed documentation that shows Old Sheridan Road as a private road. It is
133 not a county road. He explained a list of county roads was adopted via 1953 resolution and it shows
134 Cougar Creek road went east which is now East Fork Cougar Creek road but we have it still as Cougar
135 Creek. Twelve years ago there was a sign placed that shows the correct name and matches
136 addressing. A private sign at the beginning of Sheridan road which is a private road may help. There
137 is a process through the planning department for private road addressing, and another process to
138 apply for a private road sign.

139
140 Google map system change for package delivery. Google app allows it to be fixed online.
141 Pay for a private sign for the private road.

142
143 *Engineering Tech Design Position*
144 Engineer Thomson explained the current employee in this position took another job and will be
145 working online. He will continue to work for us on a part-time basis until the position is filled. The
146 contract will be amended to reflect hourly work.

147
148 Engineer Thomson explained how new trucks are being outfitted with old beds that have been
149 refurbished.

150
151 The Clerk of the Board explained the board had prematurely approved a reappointment letter. She
152 asked the board to rescind the letter and reapprove at a later date when all the info was received.

153
154 **Motion**
155 Commissioner Hover moved to rescind the reappointment letter of Steve Kieffer to the Noxious
156 Weed Control Board until the appointment documentation is provided of the Noxious Weed Board.
157 Motion was seconded, all were in favor, motion carried.

158

159 HR Director/Risk Manager Shelley Keitzman has been helping secure a pickup truck for the
160 fairgrounds since insurance payout money is involved for wrecked red truck. The other truck used by
161 the fairgrounds has blown a head gasket. She said the Task Force asked \$5,500 for their truck and it
162 does need brakes and other deferred maintenance. The old plow won't work and a new one is \$8509
163 so truck and plow would be \$15,000. Task force would like to use the truck to plow their parking lot
164 out whenever they need to. Commissioner Hover stated an MOU or contract should spell out the
165 arrangement, coordinate use, and how any damages would be addressed. No fairgrounds staff would
166 be used. The funds will need to be in the 2024 budget. The board thought the plow could be ordered
167 now.

168
169 Commissioners recessed at 12:00 until 1:30 p.m.
170

171 **Continued Budget Work Session-Juvenile-Dennis Rabidou**

172 Treasurer Pam Johnson, Finance Manager Lisa Schreckengost, Superior Court Admin Dennis
173 Rabidou, and Juvenile Admin Manager Kathleen Descoteaux
174

175 The group reviewed the Juvenile revenue and expenditure budgets and adjusted. Questions were
176 asked and clarifications were made. The HSYNC program revenue and expense lines were reviewed.
177

178 **Public Hearing-Budget Supplemental-Vehicle Reserve-Sheriff's Vehicle**

179 Commissioner Branch opened up the public hearing. He stated what the budget supplemental was
180 for. Undersheriff Dave Yarnell stated he received three bids for the vehicle and recommended going
181 with the least expensive Sunrise Chevy 498000 which was actually less than originally thought.
182

183 **Motion Resolution 182-2023 Budget Supplemental Appropriation Sheriff's Vehicle**

184 Commissioner Neal moved to approve resolution 182-2023 approving a budget supplemental within
185 vehicle reserve fund and current expense fund in the amount of \$50,000 for Sheriff's Vehicle purchase.
186 Motion was seconded, all were in favor, motion carried.
187

188 The group completed their review of the Juvenile budget and began review of the remaining budgets.
189 There are several funds that do not pay for its own functions.
190

191 Dan Higbee asked about closing his office early on the Friday before Christmas. None of the other
192 offices have considered this. A 14-day notice must be posted on the doors.
193

194 **Motion Authorize Early Closure Friday, December 22 for Christmas Holiday**

195 Commissioner Hover moved to allow offices of Okanogan County to close at noon on Friday,
196 December 22, 2023 but offices must post on their door the closure two weeks before. Motion was
197 seconded, all were in favor, motion carried.
198

199 **Approve Consent Agenda**

200 Commissioner Hover moved to approve the consent agenda excluding items #8 and #9. Motion was
201 seconded, all were in favor, motion carried.

- 202 1. Agreement-Additional Funding for Public Defense Services
- 203 2. Operational Agreement-North Central Washington Narcotics Task Force
- 204 3. ARPA Request #12- Roof Replacement-Okanogan County Sheriff's Office, ZAGA Roofing
- 205 4. Award Purchase of Water Truck-Bruckner's Truck & Equipment-Public Works
- 206 5. Lease Amendment No.2-Dept. of Fish & Wildlife-Ringhoffer Building
- 207 6. Appreciation Letter-Okanogan Valley Boots & Saddles Club Donation to Fairgrounds
- 208 7. Resolution 180-2023-Budget Amendment CE Contingency Reserve & CE Auditors Election
- 209 8. Resolution 182-2023-Fund Clerk-Bailiff & un-fund Legal Proc. Ass. I-District Court
- 210 9. Resolution 183-2023-2024 Taxing District Levy Certification-Junior Taxing Districts
- 211

212 Commissioners discussed requested part-time SAR position. Where costs come from still need to be
213 worked out \$20,000 to fund it would come from??

214
215 Animal Control position would need to be funded jointly by the cities and county. Will need additional
216 discussion.

217
218 **Motion Resolution 193-2023 Task Force Sergeant Position**

219 Changing field deputy position to task force sergeant position. Commissioner Hover explained the
220 sergeant differential wasn't picking up the added benefits. The change won't affect the budget by very
221 much. Motion was seconded, all were in favor, motion carried.

222
223 Commissioner Branch stated the annexation was considered by the City of Okanogan and if they say
224 yes it will go to public hearing for the Justice Building parcel. He discussed the juvenile detention
225 center would be conditioned. It will move forward with the conditions. Commissioners did not have an
226 issue.

227
228 **Motion Approve Chuck Ford's Unpaid Leave Prior Obligations**

229 Commissioner Hover moved to approve Chuck Fords use of unpaid leave to fulfill prior obligations
230 before being employed with Okanogan County. Motion was seconded, all were in favor, motion carried.

231
232 **Motion - Voucher Approval - Commissioners**

233 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those
234 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a list,
235 and made available to the Board. As of this date, the Board did vote, by unanimous vote, to approve
236 the regular vouchers in the amount of \$1,648,404.90 and Payroll vouchers in the amount of
237 \$1,255,948.05. Warrant numbers as cited on the attached blanket voucher list. Commissioner Hover
238 discussed that it was high because of the Public Works Road fund truck purchase. Motion seconded
239 and carried.

240
241 Commissioner Branch may speak to GIS about updating the county atlas.

242
243 The board adjourned at 3:10 p.m.

244