

RECORD OF THE PROCEEDINGS**OKANOGAN COUNTY****MARCH 17, 2020**

The Okanogan County Board of Commissioners met in regular session at 123 5th Avenue North, Okanogan, Washington on MARCH 17, 2020, with Chairman, Commissioner Jim DeTro; Vice Chairman, Commissioner Chris Branch; Member, Commissioner Andy Hover and Laleña Johns, Clerk of the Board, present.

Commissioners' Staff Meeting

David Gecas, Naomie Peasley, Pete Palmer, Joe Poulin, Kyle Haugen

Two bids were received for the Fairgrounds Agriplex Annex HVAC system. Bids on One unit from Kruse was \$5,611.14 includes sales tax and bid from DIVCO that was \$12,175.00 plus sales tax Both bids are for installing the exact same unit. Commissioner Hover said DIVCO's proposal has additional modification of duct work, and Kruse's bid doesn't provide the duct work. This unit is for heating and cooling the Annex, not the Agriplex. This project is not budgeted for. The units are separated so cooling from one isn't running in the same pipes as the heating.

Commissioner Hover thought we might wait until the pandemic has run its course before putting money into the system. The grounds will need to reassess its revenue stream to learn what is affordable. Commissioner Branch asked about a third quote.

Motion

Commissioner Hover moved to accept the Kruse proposal to replace the HVAC in the Fairgrounds Annex in the amount of \$5611.14. Motion was seconded, all were in favor, motion carried.

Mr. Poulin asked the Board about moving forward with the lighting project in the Annex. There may be additional grant funds that could help with the cost in the fall.

Mr. Poulin explained a shipment of hand sanitizers for offices and public use will be arriving this week.

Planning Director Pete Palmer stated an extension of the Moratorium set by ordinance 2019-10 which amended the official zoning map is needed. A Public Hearing is scheduled findings of fact, conclusions of law and conditions of approval will be drafted.

Ms. Palmer explained the Watershed council overspent the Watershed Foundation grant by \$5780 and they request that the county pays the overage. They said the county would benefit from the work. Commissioner Hover explained he was asked to look into whether the county would be able to fund the overages, he did not make promises. Commissioner Branch explained his understanding and it is a bit difficult. The contractor went over their allocation. We may wish to deny the request now and discuss how to handle situations like this in the future. Commissioner Hover mentioned the water quality fund of the county's, which is a mix of grant funds that has around \$95,000 that may be available. An RCW established a payment system for the cost of water and sewer systems and this may have originally just a lump then started separating them out to identify each system fund. The furthest back he got was a resolution establishing water & sewer fund. Commissioner DeTro said if we pay for their mess up it will be a red flag with the state auditor. Commissioners directed that a letter be drafted stating the commissioners considered it and cannot help with the overage. A resolution to authorize signing authority is needed.

Marijuana store in Ellisforde decision is being appealed, and it may be outside what the code actually says. She could not justify holding the appeal hearing when it may be handled administratively. The

applicant applied for a marijuana store in Ellisforde with an existing building, the individual wants to build a wall to separate the two establishments. But code addresses outdoor densities not retail in the density code. Across the road is a trailer court and short plat, but the store is across the road. Public transportation Commissioner Branch sees a problem with our code and the density guideline was put in the code just for farms. The Carlton store did the exact same thing, said Commissioner Hover. State law talks about distance between the retail marijuana store, public transportation, playgrounds, and churches, said Commissioner Hover. The denial was based on a site analysis that was denied administratively by planning director. Our code doesn't address retail marijuana stores. Reclamation codes will be looked at for when the operations ceases. She will look into the state laws regarding.

Ms. Peasley stated the edits to the fair book are due today. She is looking into ½ page advertisement in the vacationland for the 2020 fair. LTAC application was discussed for promotion of the grounds and campground. Private property owners have given permission for a billboard on Hwy 97 by the weigh station and on Fairgrounds Access Road across from Twelve Tribes. Commissioner Hover stated the State must be involved with signage on the hwy.

The surplus auction is to be pushed out so we can be sure people will attend. Commissioner DeTro thought folks would come. The Clerk of the Board suggested waiting until the Auctioneer bid opening on March 24 to decide.

Ms. Peasley explained she is really working maintenance to prepare the grounds. She suggested moving forward with opening up the north end arena to the public. We have to still adopt the revised contracts and fee schedule. Commissioners will consider those today.

Mr. Haugen explained his concern about opening early and contacting those with RV's being stored to notify them we are opening up the grounds. A porta potty and washing station will be brought in until the water gets turned on. The lines for domestic water are usually opened up April 1st. Mr. Haugen stated if he grooms the track and arena without water, the wind will blow the soil away. Ms. Peasley stated she would like to surplus the disc and put the funds towards a renovator for the track and arena grooming efforts.

Mr. Gecas provided his update on legal matters. Commission

Motion Executive Session RCW 42.30.110 (1)(i)

Commissioner Hover moved to go into executive session at 9:58 a.m. for 10 minutes inviting David Gecas and Planning Director Pete Palmer to discuss legal matters to which the county may be or may become a party. Motion was seconded, all were in favor, motion carried.

Executive session ended at 10:08. No decision was made.

Finance Committee Meeting-Treasurer McCormack, Auditor Hall

Leah McCormack, Lisa Schreckengost, Pam Johnson, Jan Million, Cari Hall, & Jamie Groomes

Treasurer McCormack provided her agenda and discussed the items listed there.

Treasurer McCormack said the Assessor was also expected to attend this meeting to go over the possibility of closing offices. We have a good cash on hand balance in current expense considering the pandemic happening.

Treasurer McCormack skipped down to the financial impacts due to COVID-19. She brought a couple things to the table that other county treasurers are doing. Hiring freeze, postponing expensive purchases. The Sheriff is likely okay with their planned purchases as they have the money from the Interfund loan. The assessor, auditor and Treasurer have been meeting on the covid-19 since yesterday. Commissioner Hover read from the Courts order GR21A was issued 20-20-1 due to

pandemic that directs courts to further suspend all jury panels, all jury trials will be continued or reset, etc.... Treasurer McCormack and group decided to possibly close their offices to the public.

Ms. Hall explained a lot of the counties are closing their doors to the public. At this point she has contingency plans for her office, but the glitch is the elections and if it moves forward the doors must be open. The group may sign a letter asking the Governor to cancel the elections. Commissioner DeTro stated the direction of the commissioners in declaring an emergency is that we do not have a case. Need to research the SPA loan program assistance to see if it includes the cities and whether entities can get the funding if there are no COVID-19 cases in the county.

Treasurer McCormack explained all three offices would need to be on the same page as they their function is connected. She wasn't sure if the courthouse was going to be closed or not. The plan for collecting taxes is being discussed as some other counties were faced with requests for refunds for those who paid in full who now wish to only pay half. She didn't have to make the decision. Closing the office to the public would reduce the foot traffic. Commissioner Hover said if the Governor does cancel elections then would customers be by appointment only? Auditor Hall said they are seeing the same number of customers but a lot of things can be done on line. She is getting pressured by her staff to do something. Commissioner Hover said it is his preference to keep the government running. The Clerk of the Board explained that Commissioners set the hours of the county offices via resolution. RCW 36.16.100 provides that direction.

Motion Clerk of the Board Direction

Commissioner Hover moved to direct the COB to draft a resolution authorizing the auditor treasurer and assessor offices to close their offices until further notice under the State Governor emergency proclamation declaration due to COVID-19. Discussion ensued about the proposal. Motion was seconded, all were in favor, motion carried.

Senior citizens are coming in to the Assessor's office to apply for their senior exemption which is due April 15 to the Assessor's office. Statutory obligations may be waived.

Discussion WSU Extension Regarding Closure of the Office

Kayla Wells-Moses, Anna Lyon, and Extension Ag person

Kayla Wells-Moses provided the WSU directive to close Extension offices. (attached)

Commissioner Hover discussed amending the previous motion to include all offices in the closure, but not closed for business.

Ms. Wells-Moses explained the information she received from MRSC included a website and links to webinar regarding the COVID-19 resources for county governments.

Update - Public Works – Engineer Josh Thomson

Kent Kovalenko,

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

Methow Valley Recycling COVID-19 three-week closure

Mr. Kovalenko spoke to Besty and they are doing the voluntary three-week shut down. The situation will be reviewed in a couple weeks.

LSWFA-Grant

Funding was reduced from 9 to 7 million which was additional money and is close to 2013 levels at about 80% and will be a significant help. SWAC meeting April 6 may be cancelled which was to go over managers reports.

Solid Waste Emergency Closure Plan

Mr. Kovalenko isn't sure how this will look but he is discussing with staff.

Maintenance Road Conditions

Engineer Thomson provided his update on the maintenance and road conditions.

Road Department Emergency Operations Plan

Discussing what essential personal means with Emergency management, but it isn't clear. He believes Public Works would be essential. He discussed balancing workloads should someone become sick. He is working on bullet points to send to the road crews and what directives are being relayed about social distancing. Commissioner Branch reminded the Engineer to remind staff to keep the shops locked when no one is around.

Financial Impact of COVID-19

The most direct impact is the gas tax distribution of around \$3.7 million. We may not see the impact for a couple months though.

Statler Bridge Replacement

The project status is the same as last week, still waiting for a plan to move forward. The girder supplier issues are being worked out between the contractor and its sub.

Consent Agenda

The local quote is the lowest for diesel pick-up Service Truck after review of the bids. The Enterprise bid did not include everything in their quote that we wanted.

The Clerk of the Board explained a call from Debbie Bikfasy about real property she would like to gift to the county. The parcel is 20 acres parcel number 4027321005 apparently right next to a county owned pit. The parcel appeared to be a long strip of mountainside without access. Commissioners discussed what the county would do with it and thought it may be best not to accept the gift and keep the parcel on the tax rolls.

Discussion Homeless & Affordable Housing funds HB 1590-Lael Duncan

Ms. Duncan discussed the recent grant funding that became available from Commerce. Okanogan County is eligible for \$283,000 for COVID-19. There is an option for the county to opt in to administer the money, if opt out, then the funds would be allocated to Community Action Council. Does the county wish to manage it or Community Action?

A possible opportunity exists to work a partnership with Okanogan Community Shelter as they are shovel ready. If there is a way to work with them on doing it the units would be designated for quarantine. Agencies already here may not have the capacity to take on this population. The units are to be built by April 1st. She contacted the state and it is negotiable but the funds must be in consultation with Commerce on what we will do. If we do not work with the homeless shelter the funds could be used for additional sanitation and other things related to COVID-19. Ms. Duncan explained it is a huge project to implement in such a short amount of time. The homeless shelter hasn't wanted to be involved with things that have government strings.

Commissioner Branch said there isn't a reason he sees for the county to administer the funds. Tiny homes that could be set up at hospitals close to medical facilities is another potential idea for use of the funds. Ms. Duncan said if we come up with a plan to accomplish the goals she is confident would be approved. Commissioner Hover thought leasing a hotel that could be retrofitted for this.

Motion Opt Out of Commerce Grant

Commissioner Hover moved to opt-out of the Washington State COVID-19 Outbreak Emergency

Housing Grant. Motion was seconded, all were in favor, motion carried. The Clerk of the Board will notify Commerce of the decision.

Emergency Manager Maurice Goodall clarified details for public notices that county is open for business but individual offices are closed and providing drop boxes outside their doors in order to conduct business of the public.

It is uncertain what Declaring a state of emergency allows the county to address outside of the Governor's proclamation. The Governor's state of emergency appeared to already provide certain waiver of requirements.

Citizens Comment Period (may call-in 509-422-7100)

Commissioners discussed emergency preparedness with Emergency Manager Maurice Goodall.

Commissioner Hover discussed the ITID Irrigation district bill and how to move forward with the county's decision on the matter. Commissioner Branch discussed his position on the situation.

CANCELLED Discussion -North Central Regional Library Board

Barbara Walters, Tim Dillman

This meeting was cancelled due to COVID-19 pandemic.

Motion Resolution 38-2020

Commissioner Hover moved to approve resolution 38-2020 authorizing sick leave to be used by employees during the extenuating circumstances. Motion was seconded. Commissioner Branch asked if the resolution should mention the governors declaration. Commissioner Hover thought the resolution should include the governor's declaration. All opposed. Motion failed. Commissioners requested the draft resolution include the language and dates for the governor's declarations.

Motion Resolution 38-2020

Commissioner Branch moved to approve resolution 38-2020 allowing employees to donate sick leave to shared leave pools or individuals due to COVID-19. Motion was seconded, all were in favor, motion carried.

Motion Resolution 39-2020

Commissioner Branch moved to approve resolution 39-2020 allowing the use of sick leave by county employees during the statewide shut downs. Motion was seconded, all were in favor, motion carried.

Update Risk Management/Human Resources Director

Tanya Craig provided her update to the commissioners . She explained the amount of leave available to employees in the donated leave pool. She created a form for department heads to fill out when requesting staff members' access to certain things. Without the form departments would not have the authorization to create user accounts, create key cards for access to buildings, or create access privilege to Eden.

Commissioners discussed the forms be filled out and submitted by everyone that way we know who has access to what.

Ms. Craig stated the Jail M-tank project construction supplies are on back order so project is delayed.

The RFPs for website are due March 27. Four people tested for civil service correction positions last week. The assessor requested key cards be issued to Baines and Trans Nation Title companies for ease of access to the Assessor's office during business hours. Commissioner Branch expressed his concern about fairness and suggested issuing a card to the other title companies too. Commissioner

Hover thought the customer should knock and be let in by office staff instead of issuing a key card. Ms. Craig explained concerns about courthouse security and issuing key cards to non-employees. The Clerk of the Board stated that employee cards are assigned to individuals not the department. The key would only access the Assessor's office for a single designated person. The key card policy would need to be read and signed by the designee. Commissioner Branch discussed other businesses that frequent the Assessor's office that might also like a key.

Commissioners would like more information about the situation before providing their consideration on issuing key cards to non-employees. The Clerk of the Board said the question is are the commissioners willing to issue key cards to all non-employees who ask in order to be fair with all businesses. Are there other businesses?

Motion – Special Run 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 special voucher in the amount of \$. Warrant numbers as cited on the attached blanket voucher list. Motion seconded and carried.

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 \$522,663.79 and Payroll vouchers in the amount of \$942,533.41. Warrant numbers as cited on the attached blanket voucher list. Motion seconded and carried.

Motion Public Health Voucher

Commissioner moved to approve the Public Health Vouchers including payroll in the amount of \$ and regular vouchers in the amount of \$. Warrant numbers as cited on the attached blanket voucher list. Motion was seconded, all were in favor, motion carried.

Discussion Courthouse Security – Dennis Rabidou

Mr. Rabidou reviewed resolution 40-2020 about closing county offices to the public but remaining open for business. He said it looked fine. Mr. Rabidou explained what the Superior Court is doing to reduce foot traffic and address the courts mandates. Some cases were rescheduled, some were stricken, but each court has an order by its presiding judge that provides the court operation guideline during the exigent circumstance.

Mr. Rabidou explained the need for the Juvenile Dept. office manager to be authorized to sign contracts and agreements for Juvenile Department. The Clerk of the Board stated what authorization is usually provided to office managers that include only timesheets, vouchers and specific types of agreements and contracts like printer copier user agreements.

Mr. Rabidou asked for guidance from commissioners for a warm handoff of the chairman responsibility to the next chairman for the Courthouse Security Committee. He asked what the committee should address in the upcoming year. Commissioner Branch asked if incrementally addressed then he would like to see something identifying those incremental ideas. Mr. Rabidou discussed single point entry and costs. Security cameras were discussed.

Motion Resolution 40-2020 County Office Hours During Emergency Declaration

Commissioner Hover moved to approve resolution 40-2020 setting office hours of the county offices due to COVID -19 outbreak.

Motion HCA Agreement Amendment CJTA Funding

Commissioner Hover moved to approve the contract amendment with HCA and authorize the chairman to sign. Motion was seconded, all were in favor, motion carried.

Bid Opening County Legal Newspaper Bids

Commissioner DeTro stated the time for receiving bids is here. One bid was received from the Omak Chronicle. The bid will be reviewed and bid award is March 24.

Approve Commissioners Proceedings March 9, 10, 2020

Commissioner Hover moved to approve the meeting minutes of March 9 and March 10, 2020. Motion was seconded, all were in favor, motion carried.

Approve Consent Agenda

Commissioner Hover moved to approve the consent agenda items 1-11 as presented. Motion was seconded, all were in favor, motion carried.

1. Acknowledge Approved Facility Use Contract-Chelan Fruit 3/10
2. Acknowledge Approved Facility Use Contract-Rocky Mtn Elk Foundation 3/6
3. Acknowledge Approved Facility Use Contract-Sunrise RV Show-2/21-24
4. Contract-2020 Fair Entertainment Magician-Jeff Evans
5. Contract-2020 Fair Entertainment-Main Stage & Lighting-Casey Martin
6. Contract-2020 Fair Entertainment-Good 4 U- Teresa Good
7. Contract -2020 Fair Entertainment-Hypnotist- Gavin Hooper
8. Contract -2020 Fair Beef Judge-Robert Myers
9. Settlement Agreement
10. Bid Award-Public Works Supercab Diesel 4x4 Pick-up Truck-Jess Ford
11. Boundary Line Adjustment-Miller Pit

Ms. Craig provided additional information from the Assessor's office about how often the title companies would be using the key card to access the Assessor's, Auditor, and Treasurer's office. Two to three times per visit. Commissioners would prefer non employees just knock on the door and staff will open the door for them rather than issuing key cards to non-employees. Larry Gilman came to provide the signed Key Policy for non-employees title companies, but commissioners believe this is another level of security they don't want to give everyone who asks for access. Commissioners need to be consistent with everyone and this would set a precedence. Assessor Gilman just wanted to make it easier for businesses to take care of their daily business and so those businesses will need to come by appointment.

The board adjourned at 5:00 p.m.