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**RECORD OF THE PROCEEDINGS**

**OKANOGAN COUNTY**

**DECEMBER 14, 2021**

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**9:00 AM**      **Commissioners' Staff Meeting**  
**10:00 AM**      **Update Human Resources/Risk Management-Tanya Everett**  
**10:30 AM**      **Update County Auditor-Cari Hall**  
**11:00 AM**      **Bid Opening-Public Works 2022 Fuel-Jerry Paul**  
**To Follow**      **Update Public Works-Engineer Josh Thomson**  
**1:30 PM**      **Board of Health-1234 S. 2<sup>nd</sup> Ave, Okanogan**  
**3:30 PM**      **Presentation-Capstone Project-Kayla Wells-Yoakum et al...**  
**4:30 PM**      **Approve Commissioner Proceedings-November 29,30 & December 6,7**  
**4:35 PM**      **Approve Consent Agenda**

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The Okanogan County Board of Commissioners met in Regular session at 123 5<sup>th</sup> Avenue North, Okanogan, Washington on December 14, 2021 with Chairman, Commissioner Chris Branch; Vice-Chairman, Commissioner Andy Hover Member, Commissioner Jim DeTro and the Clerk of the Board, Laleña Johns, present.

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

**Commissioners' Staff Meeting**

Planning Director Pete Palmer, Emergency Manager Maurice Goodall, Maintenance Supervisor Joe Poulin

Planning Director Palmer provided an update of the planning department. She discussed the senior planner position that was vacated about a month ago. She asked the board to consider filling the position from within as she received an application from someone in the department. Exceptions would be needed as the person doesn't meet the experience requirements of the position. She asked the board to make adjust the position to a training position so the person can be promoted and then obtain the proper training. The resolution would need to include a retention clause that the person be committed to the job for at least three years.

Fire alarm protocols were discussed as there are none in place and the alarm was pulled last week. Card lock on employee access door is one suggestion that would eliminate the chance someone can walk in and allows employees to get out. Commissioner Branch thought it was a good idea but wanted to make sure it fits with the coordinated efforts. Working on employee evaluations.

Copperstone, Gary zoom on Thursday, wondering if anyone else will attend from the commissioners. Commissioner Branch wanted more information from David Gecas to make sure he had in place the other situation he spoke to Commissioner Branch about.

Maurice Goodall relayed his thoughts on installing key card systems on the interior doors. It will be well worth it to make the buildings more secure. Policy and protocols need to be spelled out as to who gets called first and who has the authority to cancel the fire alarm. Who resets the alarm and who cancels the fire department? They will show up unless they are cancelled. What

52 happens at 3:00 a.m. and the alarm goes off, who gets called. There should also be a key lock  
53 box for each building so the fire department can get in to assess the situation. All systems should  
54 be reviewed to see how we can improve them. Commissioner Branch said unless something  
55 happens these issues are not usually on the boards radar. Mr. Goodall asked that this not fall by  
56 the wayside. Smoke detectors and audible fire alarms are not in every office. The courthouse  
57 system is very old and only has three fire alarms above the elevators. Joe Poulin has initiated a  
58 quote to install the proper detectors and alarms in the buildings.

59  
60 Mr. Goodall said the Fire advisory committee is meeting tomorrow to go over the code. One thing  
61 missing in the code is who organizes and runs the committee and who controls it as it needs to  
62 be said in there.

63  
64 Commissioner Branch suggested a recommendation be submitted to the board by emergency  
65 manager. Commissioner DeTro said if the key lock doors solve the problem then he is for making  
66 things more secure. Commissioner Hover said if key card locks are installed then he wants to  
67 make sure people have access that need access. He suggested a door bell that lets people know  
68 someone is at the door. We don't test things regularly to make sure they work. Most people need  
69 direction. Commissioner Branch discussed regular drills that helps us know what to do and it is a  
70 valuable team building exercise. He would like a start something like that. Military protocol practice  
71 different drills. He was encouraged to write something up.

72  
73 Joe Poulin provided his maintenance update. Commissioner Hover asked what the new building  
74 name is going to be. Commissioner Branch thought the Justice Center would fit. Mr. Poulin said  
75 the building is called the Justice center in the Dude. Sprinkler system installation was discussed.  
76 There are things that will be addressed by the architect. Commissioner Hover stated a master  
77 plan should be started for the county facilities. Ask Josh Thomson if the on-call architect can do  
78 the master plan or do we go out for bid.

79  
80 Does the board want Facility Dude assessment for only the jail or all buildings? Commissioner  
81 Hover asked based on square footage, what the cost estimate is for the assessment of entire  
82 facilities plus an engineer to look at the jail capacity and expansion.

83  
84 Mr. Poulin stated the water to water heat pumps supplying heat to the jail are broken due to lack  
85 of water flow from the system. The units were installed around 2017 during the energy project of  
86 Ameresco. We didn't have a big enough return to run the pump. He suggested, in looking at the  
87 cost of a cooling tower with a closed loop system, we could get rid of the water to water because  
88 we will not have cooling in the summer. The only benefit of the energy system is in the courthouse  
89 portion of the building. The jail isn't benefiting from the system at this point. There is one boiler  
90 working in the jail. Commissioners would like Mr. Poulin to get a full-blown system engineered  
91 that will need to go out to bid for initial costs to then determine the bid process. Specs will be  
92 needed either way for a design build project.

93  
94 Ms. Peasley provided her staff update. The Fairgrounds Maintenance Coordinator position will be  
95 hired today. She is getting the Annex hood system cleaned. Pick up is fixed ball joints and  
96 alternator. Four bids sent to Commissioner Branch for irrigation pedestals and evaluation to demo  
97 of commercial building. FAC meeting approved and suggested policy and procedure changes.  
98 Asked for permission based on fairgrounds water issue to purchase water station with delivery of  
99 water to the office. A resolution will need to be drafted. Whereas, the current drinking water from  
100 the domestic well is compromised. (suggested language by C. Branch.)

101

102 Ms. Peasley is working with David Gecas on an arrangement with the Tribe regarding  
103 improvements to the fairgrounds; she will present details at a later date.

104

105 **Motion Executive Session RCW 42.30.110 (1)(g)**

106 Commissioner Hover moved to go into executive session at 10:05 a.m. for 5-minutes inviting  
107 Tanya Everett to discuss matters under RCW 42.30.110 (1)(g). Motion was seconded, all were in  
108 favor, motion carried.

109

110 Executive session ended at 10:10 am no decisions were made.

111

112 **Motion District Court Judge Appointment**

113 Commissioner Hover moved to appoint Chancey Crowell as the new District Court Judge.  
114 Commissioner Hovers decision came about after talking with elected officials and staff about  
115 Chancey. Commissioner Branch doesn't agree with the process. Motion was seconded,  
116 Commissioner Branch abstained and stated that he had not consulted with anyone because it is  
117 a nonpartisan position, but has no question that Mr. Crowell would be a good judge., motion  
118 carried.

119

120 A resolution will be drafted by Ms. Everett to memorialize.

121

122 **Update Human Resources/Risk Management-Tanya Everett**

123 Tanya Everett

124

125 Ms. Everett stated a resolution was drafted to adjust the county's pay scale to capture the  
126 mandatory increase of minimum wage. The pay scale starts at Grade 12 for skilled with 2.5%  
127 between single grades and 5% between steps. A general wage increase resolution is separate.  
128 Commissioner Hover moved to direct HR to create the two appropriate resolution to correct wage  
129 scale issue of non-bargaining and a 2% general wage increased. Motion was seconded, all were  
130 in favor, motion carried.

131

132 Ms. Keitzman explained recent civil service testing results.

133

134 There are issues discovered that Auditor Hall relayed. One issue is in Planning due to not funding  
135 the GIS tech position, but found a resolution that made the position a regular full time in October.  
136 A budget supplemental will be needed at some point to reflect budget in the right line and a  
137 resolution that states only two positions be funded. One large comprehensive budget  
138 supplemental will be needed.

139

140 A clarifying resolution of what the board intends will be drafted by Ms. Everett for consideration.

141

142 Central Services budget reflected two analyst positions but we do not have a resolution  
143 authorizing the second analyst position. Ms. Everett will draft that one as well.

144

145 Ms. Everett said courthouse negotiations are scheduled this Friday.

146

147 **Update County Auditor-Cari Hall**

148 Jamie Groomes

149

150 Auditor Hall stated district lines must be established by December 31, 2021. Commissioners did  
151 speak to GIS Gene Wylson yesterday about commissioner districts. Precincts are different and

152 ultimately the commissioners' decision but her office is involved due to the considerations to be  
153 made and would need to be done next year.

154  
155 Redistricting commission did not meet their deadline but it was adopted. Shoved the 12<sup>th</sup> district  
156 line into Snohomish. Commissioner Branch said those areas are really rural if there was a  
157 concern. Auditor Hall said she will discuss the precinct process later with the board.  
158 Commissioners are alright with the plan for addressing the precincts.

159  
160 The RCW 29A.76.010 clearly outlines the process and was provided to Commissioner Branch.  
161 Ordinance 2011-7 was the last redistricting rule adopted.

162  
163 Ms. Hall explained staffing resignations and how she will be handling workloads. This is the first  
164 special elections pamphlet the department has created for February.

165  
166 Where is the commissioners at in terms of purchasing the Eden replacement? The department  
167 head meeting was cancelled where she was going to talk about it. The company is asking her  
168 where we are in the process. It is a long process to go through to get it started. She will find out  
169 when the first payment is due. She will find out if additional modules can be added later to add  
170 Public Works to the system and that will be confirmed. Ms. Hall will discuss the software  
171 replacement at the next department head meeting on December 28. It isn't something everyone  
172 uses, but the core staff who do use it does know plans to replace Eden. Auditor Hall explained  
173 why Eden is becoming more and more a concern.

174  
175 The county's adopted budget is posted on the auditors' website.

176  
177 **Bid Opening-Public Works 2022 Fuel-Jerry Paul**

178 (Commissioner Hover was not present at the beginning of the bid opening.)

179  
180 Three bids were received by the deadline. Commissioner Branch opened up the bids for fuel  
181 supply for public works and read them as follows:

182  
183 Whitley Fuel

184 Omak 2.5428 D 2.7183  
185 Okanogan 2.5428 D 2.7183  
186 Landfill delivery 2.7183  
187 Coulee 2.5428 D 2.7813  
188 Winthrop & Twisp same as above  
189 Brewster same

190  
191 Connell Fuel Pasco

192 Omak 2.5677 D 2.6233  
193 Okanogan same  
194  
195 Coulee dam same  
196 Winthrop twisp same  
197 Pateros 2.577 D 2.5833  
198 Brewster same  
199 Tonasket 2.577 D 2.5783  
200 Oroville 2.4677 D 2.5233

201  
202

203 Coleman Oil  
204 Omak 2.5127 D 2.5744  
205 Okanogan landfill 2.8894  
206 Pateros 2.497 D 2.5544  
207 Tonasket 2.5127 D 2.5744  
208 Oroville 2.577 D 2.5894  
209

210 Bids will be reviewed by Public Works and recommended awards will be based on locations.  
211

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

213 Commissioners discussed the Eden replacement plan with Engineer Thomson.  
214

215 Public Works doesn't have the man power to plow everywhere at once. An RFP would be  
216 qualifications based. Commissioner Branch asked about building structures and funding them.  
217 Federal money requires that certain steps be followed and may have restrictions.  
218

219 Commissioners discussed commissioner redistricting lines and where the additional populations  
220 would **need to** be added or subtracted. Each district should be a nearly the same as possible.  
221 Commissioner Branch read from the RCW 29A.76.010. Commissioners discussed the block and  
222 track data for the descriptions and the work required to adopt by December 31, 2021.  
223

224 Engineer Thomson provided his agenda and discussed the items listed there.  
225

226 *Maintenance and Road Conditions*

227 Engineer Thomson explained changes to routes maintained by the state. Commissioner Hover  
228 asked what the priority is for Toroda Creek road with so many residents on the road. Engineer  
229 Thomson explained how he thought it went but said he will verify.  
230

231 *Staffing and Materials Shortages*

232 This topic is being discussed nationwide. Association of county engineers is putting together what  
233 happens when baby boomers retire and what we are seeing now will continue. Pointing to people  
234 who are retiring early. The trend is it won't turn around soon. We are going to have to change how  
235 we do things and be flexible with what we have. CDL requirements are making it more and more  
236 difficult to obtain the license and training manual have not been updated. When there are so many  
237 shortages in drivers it means a school bus route might not get plowed before the bus comes.  
238

239 Commissioners discussed hiring bonus pay, incentive pay options and the pit falls.

240 Engineer Thomson explained that materials are also back ordered with so many things we cannot  
241 get. He is keeping some things in stock when we can. We will see trouble with projects needing  
242 concrete because of the vaccine mandate as suppliers are not getting vaccinated and therefore  
243 not getting certified.  
244

245 Counties are coming up with ways to coordinate materials, surplus materials, etc....  
246

247 Engineer Thomson explained Dave Hilton was concerned about the current Water lab that was  
248 grandfathered in and currently doesn't meet the requirements. If the department is moved a  
249 completely new lab would be needed and commissioners will need to figure it out.  
250

251 *Consent Agenda*

252 Bridge load ratings consultant agreement is to be considered.  
253

254 **Board of Health-1234 S. 2<sup>nd</sup> Ave, Okanogan**  
255 Commissioners returned from the board of health at 3:20 p.m.

256  
257 **Presentation-Capstone Project-Kayla Wells-Yoakum et al...**  
258 Kelli Conn

259  
260 Ms. Wells-Yoakum thanked the commissioner for this time to present. Janet Peters is the  
261 professor at WSU presenting the project. It has been ongoing for over a year and culminating with  
262 this presentation of Janet and her students.

263  
264 Ms. Peters discussed what was found from the data and how it was collected. There are over 40-  
265 60 total students that were involved.

266  
267 Kayla Bricker relayed that she has been with the project from the beginning. This survey was sent  
268 to residents in the county of over all questions about community satisfaction etc.... and came up  
269 with a final survey. 230 people took the survey and most were in their 50s were filling it out.  
270 Majority of those responding owned their home. Most were reasonably educated. Most surveys  
271 were from people in Omak, Tonasket, and Okanogan. Adjustments were made and some groups  
272 had to be combined such as for race. There were only 8 communities that had enough responses  
273 to measure. Education policies, Economy Jobs housing and education satisfaction were the three  
274 lowest categories and on the dissatisfied part of the spectrum. This is only one snap shot during  
275 a specific time period and may be skewed by the sample COVID etc...Twisp had the higher rating  
276 for quality of life. Omak was rated the lowest for satisfaction with safety. Perceptions of housing  
277 affordability was surveyed. Twisp and Winthrop was found to be less satisfied with regards to  
278 affordable housing. Oroville was the least satisfied with education and Winthrop and Twisp were  
279 highest.

280  
281 Professor Peters asked if the commissioners would like her to break up the data by region to be  
282 as helpful as possible.

283  
284 After Commissioners asked a few questions regarding the survey Commissioner Branch  
285 acknowledged the margin of error in a survey where your resources are limited describing  
286 methodologies that reduce that margin of error (i.e., door to door surveys). Ms Bricker replied  
287 that Commission Branch just described her “dream survey” for students. Commissioner Branch  
288 offered to speak to any upcoming classes to share some his practical experiences with  
289 implementing community surveys.

290  
291 **Motion Resolution 167-2021 Appointing Chancey Crowell District Court Judge**  
292 Commissioner Hover moved to approve resolution 167-2021 appointing Chancey Crowell to fill  
293 the vacant position of District Court Judge beginning January 4, 2022. Motion was seconded, all  
294 were in favor, motion carried.

295  
296 **Amendment #1 to 2021 Agreement Homeless Housing OCCAC**  
297 Commissioner Hover moved to approve amendment #1 to the 2021 Homeless Housing  
298 agreement to extend termination date to January 30, 2022. Motion was seconded, all were in  
299 favor, motion carried.

300  
301 **Approve Commissioner Proceedings-November 29,30 & December 6,7 & 8**  
302 Commissioners approved the above noted proceedings on December 13, 2021.

303  
304

305 **Approve Consent Agenda**

306 Commissioner Hover moved to approve the consent agenda items 1-9. Motion was seconded,  
307 all were in favor, motion carried.

- 308 1. CDBG Public Services Grant CV-1 Request #11-November- #20-6221C-119  
309 2. CDBG Public Service Grant Request #5-November- #21-62210-011  
310 3. Reappointment Letter Fair Advisory Committee-JR Leslie  
311 4. Reappointment Letter Fair Advisory Committee-Brock Hires  
312 5. Agreement-Amendment #1-Courthouse Assessment-Pioneer Waterproofing Company, Inc.  
313 6. Agreement-Building Security 1240 2<sup>nd</sup> Ave S, Okanogan-Keyhole Security, Inc.  
314 7. Assignment & Assumption Forest Service & Daycare Leases-Structures North Corporation  
315 8. Agreement Amendment #1-CDBG Public Services Grant CV-1 #20-6221C-119  
316 9. Agreement-Bridge Load Rating Group 2-Nicholls Kovich Engineering, PLLC

317

318

319 The board adjourned at 5:00 p.m.

320