

# RECORD OF THE PROCEEDINGS OKANOGAN COUNTY

**FEBRUARY 23, 2021**

The Okanogan County Board of Commissioners met in Regular session at 123 5th Avenue North, Okanogan, Washington on February 23, 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 meetings held today, while ZOOM provided best audio accessibility and public interaction.

## **Commissioners Staff Meeting**

Planning Director Pete Palmer, Emergency Manager Maurice Goodall, Fairgrounds Coordinator Naomie Peasley, Maintenance Supervisor Joe Poulin

Director Palmer provided her staff update. Her agenda and items listed there were discussed.

Tunk Basin Ordinance Interim Control for WRIA #49 and what didn't happen yet was the water availability study on how senior water rights would be impaired with future development there is a two-year work plan to get that done. She thought it expired after six months but it provided the two-year work plan time frame within the ordinance 2020-3. Commissioner Hover asked how the ordinances get codified. Commissioner Branch stated the water provision is in code which makes a provision for the water availability study overlay. Commissioners would like to take some time to figure out impairment in that area. The largest property owner has passed and much of the land could be tied up in probate, stated Commissioner DeTro.

District Use Chart ordinance 2019-9 also has expired interim controls. It involves multifamily uses requires conditional use permits. Since it is expired we reverted back to the old code with it being a permitted use instead of a conditional use. Commissioner Hover explained the problem of multifamily structures in the Methow with regards to densities and seemed odd to have those as a permitted use in those areas. Commissioners discussed the need to review this to determine if reinstatement is needed. Commissioners thought the Judge's order should be reviewed as well with regards to the Comp Plan and zoning provisions.

Director Palmer discussed how overwhelmed her department is and that they are not able to get to the marijuana code senior Planner position advertised at step 1-4 and offer someone with experience and degree at a higher wage. Commissioners would like the person to have a college degree in planning or work experience that can deal with

the marijuana codes and airport codes and subdivision codes. Issues in Chelan County that resulted in a law suit were related to community development codes and we are in a similar position in terms of our codes. Unauthorized planner two and put revenue to and authorize the senior planner bump the revenue

Records retention costs are going to be around and does not include scanning of oversized documents. 385 boxes with an assumption estimate 10% being oversized documents was \$41,861 for the 385 boxes and additional cost for oversized documents. Commissioner Hover stated there is another outfit, take the boxes and store and then scan as needed. Charge for the storage, then when documents are needed they would scan and send and we could create an electronic file. Most boxes already have an list of contents.

Joe Poulin provided his staff update. Installing a mop sink in the fairgrounds Annex kitchen. He provided a project list for the Fairgrounds. (attached) Commissioner Hover asked if a bid should be advertised to clear out the Arts and Crafts building and buff the floors in order to use it for events. Many of the displays are stored in the building and where will those go if that space is used for something else. The commercial building may be a spot to put it. Everything will need to be placed on pallets.

Commissioner Hover thought the BERG trust fund could be used for half the cost, Ms. Peasley is writing a grant to the Trust for this.

The track has too much mud and water to work it for opening March 1. The arenas will need to be worked as well for use. The track is a 12-14-hour job just to get it going. There is still some frozen areas.

Maurice Goodall explained he had nothing to update the board with. His office computer was hit real hard due to the cyber attack so still working out those issues.

### **Discussion/Presentation Fairgrounds Fee Schedule Naomie Peasley**

Ms. Peasley asked if the board read the letter to the arena sponsors to carryover the cost paid from 2020 to 2021 due to COVID-19 restricting events on the fairgrounds. She read the letter.

Ms. Peasley stated racers wish to use the track even though the surface isn't worked is frozen in places and muddy. Can they move forward and work their horses? Commissioner Hover said no, the tractor will need to be able to work the track it is really muddy. The owners and trainers understand the conditions of the track and still want to use it to exercise their horses. The Clerk of the Board asked what the liability would be to the county if a horse gets injured. Commissioner Hover stated the county was covered for events. Commissioner Branch said Tanya Craig should be consulted. A waiver would be signed and they'd like to start March 1. Commissioners are fine with

relay racers if they work their horses on the track without the county first working the track.

Ms. Peasley asked what can be used for a secure rodeo office. The cost is \$5500 for a built shed that can be secured. There is no budget for a cost like this. The current log building has skids but looks like logs will separate if lifted. It might be able to be pulled on the skids. Joe Poulin will look into it.

Received 15 applications for Camp host but only two interesting after learning they must provide their own camp trailer.

Commissioner Hover asked where Superior Court is getting their money to pay for Agriplex rent to ensure current expense isn't paying current expense and whether revenue is being generated or not.

There is a lot of maintenance being requested with many lists being submitted to maintenance to accomplish. There is only one staff person on site and requests have exceeded the staff capacity.

Ms. Peasley explained rental for the use of the Arts and Crafts building. The building rent is currently set at \$220 per day. The building is in use for two days due to ½ day set up and ½ day to clean up, plus the event day. She would like it cleared out and painted white. If other work such as electrical or floor work needs to be done for multi-use purposes then everything should be done at once.

Ms. Peasley discussed a proposed fee schedule revision (attached). It included table and chair rentals, business banner advertising opportunity costs, and miscellaneous rentals for events ie PA system, Dividers, Display Boards, Picnic Tables, Stage set up etc.... A rental contract draft was provided (attached)

Table décor was discussed and examples provided. Renting her services for full event coordination, planning and management to a private group was discussed and what that would include was discussed. \$500 would be charged. Auction software was also discussed at a cost of \$300. These tasks would not take away from her duties to the county and it would be additional revenue to the county. We need to have an appearance of fairness. Ms. Peasley stated she has discussed the idea with Chief Civil Deputy and county Auditor. She said no other counties have an event coordinator. FSLA laws must be adhered to.

Businesses that wish to display brochures or flyers at events could do so if an annual fee is paid, but Commissioner Hover mentioned those businesses may need to display their business numbers on the media. Ms. Peasley said that might be eliminated from the proposal. Commissioner Hover thought any private advertising should be available

to everyone.

Commissioner Hover appreciated the visual aides provided, and event planning is fine as long as it meets all the laws and rules we need to abide by. The event coordinating would be only for events located on the fairgrounds.

A resolution will be drafted to adopt the fee schedule with proposed changes for next week's consideration.

### **Update Human Resources/Risk Management Tanya Craig**

Ms. Craig is working with Central Services for cyber security monitoring. Quotes are being gathered of the costs. Also waiting for a recommendation from our insurer to be sure we meet their requirements for insurance purposes. Authentication software with double factor authentication is also being researched for implementation for remote login. A timeline of 3-4 weeks for the cyber team's final report is expected.

Civil Service process was discussed for open Correction positions.

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

#### *Solid Waste DOE Litter Cleanup Grant*

Litter clean up grants were discussed with Solid Waste applying for the grant since there are no jail trustees to perform the clean up work. Can we pay individuals to clean up the roads, asked Commissioner Hover? Some counties do that but they are volunteer organizations and dealt with more like a donation to that organization answered Engineer Thomson.

#### *Architecture SOQ's*

Commissioners discussed the recommendation of the Engineer that Beaman's Architect be on call for architecture services. We are not restricted to use of just this firm. Commissioner Hover stated if work to be performed was mostly small projects then Beaman was the best candidate.

### **Motion On-Call Architect Services**

Commissioner Hover moved to accept Beaman Architecture for the 2-year on call architect contract for projects for which we need an on call qualified architect. Motion was seconded, all were in favor, motion carried.

Commissioners' discussed use of steel frame building designs that meet our needs. A design build might be used but we still need a design from an architect, Engineer Thomson explained.

#### *Maintenance and Road Conditions*

A few minor run-off issues have been identified in the burn area. Some more roads have been restricted due to the issue.

#### *Project List for Possible State Funding*

A list of projects looked at to propose for state funding-attached to agenda. Engineer Thomson stated these are harder to fund or are state funded. It is tough to find funding otherwise. Commissioner Hover asked if the descriptions of these in case legislators would like to consider for funding. Engineer Thomson asked if the board wished to add any projects to the list. The listed projects were discussed.

Water quality study in the Methow was discussed by Commissioner Hover. He thinks one should be done if Colville Tribes is involved to help tailor it to meet our needs and theirs. The county is responsible for water quality, but how people affect the water quality is a question to be answered. Get together to gather the data that might fill the gap for something else.

#### *Upper Beaver Cr MSRF Property Acquisition Letter of Support*

#### *Consent Agenda Title VI Report*

Engineer Thomson asked if the commissioners had questions about the report before they approve it.

Commissioners adjourned for lunch at 11:30 a.m.

#### **Public Comment Period**

Commissioner Branch called on the public who wished to comment, seeing and hearing from none he decided to discuss land uses.

Finance Committee Meeting-Treasurer McCormack, Auditor Hall et al...  
Lisa Schreckengost

Treasurer McCormack discussed resolution 19-2021

COH is about \$2.5 million, again the carryover from December was over \$3 million in Current Expense. And we were budgeted for \$1.6 carry over, so there that was a big difference. She believes it was a timing issue with the receipt of the CARES ACT funds before the county adopted its budget.

Treasurer McCormack provided her agenda and discussed the items listed there. Overall Current Expense is above projections by about 6%.

Commissioner Branch asked why Planning & Development has 56% collected. It is the WRIA 48 grant revenue that came in January which was reimbursement for 2020

expenses.

What should the extra funds be dedicated to. What are we doing with the Forest Service Building. Are we paying for the Twisp and Tonasket Shops and what about the Vehicle Fund?

Commissioner Hover believes as much of it gets reserved in Current Expense Reserve fund. He doesn't like a ton of money in Contingency Reserve sitting there. Treasurer McCormack explained we have never met the 10% requirement to have that in reserve. We are working in old buildings and we should have money to address should something happen so we have something to fall back on such as money for collateral. Grant County has \$20 million in reserve, Chelan County has around \$10 million.

Commissioner Hover stated the planning Department needs another senior Planner so that position will be authorized and funded. Planning also has boxes of files to store and scan at a cost of \$41,000. The Assessor has scanning needs of around \$15,000. Upgrades to Forest Service building will be identified through Superior Court with the help of the on-call architect. The architect will also start the drawings for shops. Lisa Schreckengost stated EDEN issues and changes will cost a lot. Options were discussed. She is worried the program won't be able to be updated. Commissioner Hover thought \$250,000 should be budgeted for vehicles annually. Commissioner Branch did not wish to comment he is just listening. Transfer out is set to transfer to the vehicle reserve fund \$400,000 and Sheriff is buying half now and the other half in September. A transfer is going to be needed for the first half order.

Treasurer is getting ready to do her affidavit scan and will use REET money which both the Assessor and Treasurer can use. She'll discuss with the Assessor....

Bond council process takes around 45 – 90 days, said Treasurer McCormack. A new updated bond rating will be needed from Standard and Poors or SMP. It has been good. HB 1410? Pertains to interest and penalty on property taxes and if April payments are not done on time the bill gets rid of interest and penalties so there is no reason to pay on time or consequence. The other thing is down the road is Treasurer discretion, but she doesn't like that. A request to waive the April payment and pay all in October is not agreeable with Treasurer's Association in the state. The bill appears to be moving on the floor. Treasurer McCormack explained what was agreeable with regards to certain percentages being added and paid by December. We won't know the full outcome. This is huge for local districts and people as a significant portion of the county's revenue depends on this.

### **Approve Commissioners Proceedings February 8,9,10, & 16 2021**

Commissioner DeTro moved to approve meeting minutes of February 8,9,10, & 16 2021. Motion was seconded, all were in favor, motion carried.



### **Approve Consent Agenda**

Commissioner DeTro moved to approve the consent agenda items 1-8. Motion was seconded, all were in favor, motion carried.

1. Appointment Letter Water Conservancy Board-Mike Fort
2. Okanogan County 2020 Capitalized Asset List
3. Agreement Affordable & Homeless Housing Funds Meadowlark Senior Housing-Housing Authority
4. TITLE VI Report for 2020-Public Works
5. Ratify Funding Support Request for Methow Watershed Plan Update
6. Contract LTAC Funds LTAC-21-001 Borderland Historical Society
7. Final Project Report-CERB Grant
8. Resolution 18-2021 Affordable & Homeless Housing Funding Meadowlark Senior Housing

### **Motion Authorize CERB A19 Request #7**

Commissioner DeTro moved to approve the A19 and authorize the chair to sign CERB Grant payment request #7 in the amount of \$10,000. Motion was seconded, all were in favor, motion carried.

### **Motion Contract Amendment DSHS Data Security Agreement**

Commissioner DeTro moved to approve the Data Security Agreement Amendment between DSHS and Okanogan County Contract No. 2063-91231 and authorized the chairman to sign. Motion was seconded, all were in favor, motion carried.

Maurice Goodall Emergency Management explained an issue with water run off and what was done to address it. The Tribe is also witnessing some run off issues and aware of where it is happening. A stormwater management and inventory of property at risk with property owner consent is important to improving our process to address the issues explained Commissioner Branch.

### **Motion Resolution 19-2021 Tax Title Property Auction**

Commissioner DeTro moved to approve resolution 19-2021 in the matter of disposal of tax title properties bearing parcel numbers 2001300500, 7300011206, and 9100100000 located in Okanogan County which sets an auction date of March 19, 2021. Motion was seconded, all were in favor, motion carried.

The board adjourned at 3:20 p.m.