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**RECORD OF THE PROCEEDINGS**

**OKANOGAN COUNTY**

**NOVEMBER 16, 2021**

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**9:00 AM Commissioners' Staff Meeting**  
**9:30 AM Budget Work Session-Public Works & Solid Waste**  
**10:00 AM Finance Committee Meeting-Leah McCormack-Commissioners**  
**11:00 AM Bid Opening-Public Works Fuel 2022-Jerry Paul-Commissioners Hearing Room**  
**11:10 AM Continued Public Hearing-Utility Franchise Renewal Methow Irrigation District**  
**To Follow Update Public Works-Engineer Josh Thomson**  
**1:30 PM Public Comment Period**  
**2:00 PM Update Human Resources/Risk Management-Tanya Everett**  
**2:30 PM Update Central Services-Karen Beatty**  
**3:00 PM Public Hearing-Dissolution Lake Osoyoos Water District-683.017**  
**4:00 PM Public Hearing-Dissolution Nine Mile Flood Control District Fund #683.016**  
**4:30 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 November 16, 2021 with; Vice-Chairman, Commissioner Andy Hover Member, 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.

Chairman, Commissioner Chris Branch attended via zoom and delegated Commissioner Hover to run the meeting. Commissioner Jim DeTro via zoom.

Morning Guests via zoom: Isabelle Spohn, Findtheright Passion, Ruth Hall.

**Commissioners' Staff Meeting**

Planning Director Pete Palmer introduced the new planner hired in the Planning office. Her name is Randall Gottfriedson.

Ms. Peasley gave the fairgrounds update. She said domestic water is down at the fairgrounds, but a vendor is on site trying to fix the issue.

Ms. Peasley asked who wrote the FAC Policy and Procedures. The Clerk of the Board stated previous County Commissioner Sheila Kennedy wrote them when the county terminated the Parks and Rec Board and created the Fair Advisory Committee. The policies have been changed since then by the FAC and approved by the commissioners.

Commissioner Branch asked that the board review them together and determine clear responsibilities of the FAC and fairgrounds manager involvement. Commissioner Branch said committees should go over their policies and procedures but there seems to be some confusion on how things transpired over time. It should be clear about committee versus board so everyone knows what that means. The FAC is the advisory committee and unique in their scope of work.

Ms. Peasley reported there was a gas leak in the boiler room. A vendor was called and they found the leak and fixed it. They did ask where the signage was with the shut off instructions, and there

53 wasn't one. Ms. Peasley said the boiler installation needs to be addressed by DIVCO since they  
54 installed it.

55  
56 Commissioner Hover asked about the ecology block bill and where it was to be paid from. Ms.  
57 Peasley didn't know, but she did get a sponsorship payment in June of \$2500 and placed it in the  
58 donation line in fund 001.028. The ecology bill is \$3,600. Commissioner Hover thought the ecology  
59 block bill should be paid from 001.028.

60  
61 Commissioner Hover asked Ms. Peasley to review the fairgrounds portion of the maintenance  
62 budget to find out why it is over budget again. Commissioner Hover said Ms. Peasley should place  
63 the proper BARS codes on the invoices that are submitted to the Clerk to be paid from the  
64 Maintenance budget since that is her responsibility to indicate where things are to be paid from.  
65 Another budget supplemental in the tune of \$60,000 is going to be needed for the maintenance  
66 budget fairgrounds section.

67  
68 Joe Poulin provided his Courthouse Maintenance update. He submitted an email regarding  
69 solutions for the Jail heating and cooling system that he received from ATS. Installing flow meters  
70 to control the flow of water to the units was proposed. (attached) DIVCO suggested an engineer  
71 design a cooling tower to replace the system in the Jail. The engineer designs will cost money. Mr.  
72 Poulin contacted well drillers to discuss a fix around the wells to seal them.

73  
74 Commissioner Branch asked what the expectation is of the Department Heads to manage their  
75 own budgets. We need to ensure those employees know what their responsibility is. Auditor Hall  
76 said it is the department heads responsibility although she assists them when asked but she isn't  
77 monitoring their budgets for them. Commissioner Branch said it is hard for Fairgrounds manager  
78 to manage the fairgrounds budget and most costs are incidental. Commissioner Hover said when  
79 there is a bill, the department head should determine where the bill is to be paid from.

80

81 **Budget Work Session-Public Works & Solid Waste**

82 Josh Thomson, Cari Hall, Lisa Schreckengost

83  
84 The group went over the Public Works and Solid Waste budgets and reviewed the changes and  
85 edits.

86  
87 The group briefly discussed Mazama Water Quality funds. Auditor Hall said water sewer funds  
88 technically are due to assessments so the funds should go back to those who paid the assessment.  
89 Mazama Water Quality is one of those situations. Auditor Hall will rely on the State Auditor to  
90 determine how to free up the funds, but we need to determine where the funds came from first.  
91 The county could amend how they use of the funds to allow other uses, but we really need to know  
92 if these are assessment funds or other funds.

93  
94 Commissioner Hover and the group reviewed the Pest Control budget and what would carry over  
95 into 2022. Commissioner Hover contacted Will Carpenter and discussed the quarterly amount of  
96 the quarterly invoices.

97  
98 Mental Health, Developmental Disability and Alcohol funds will be billed out 100% of the budget  
99 but will keep a base amount based on the amount in the fund at the time of discussion with OBHC  
100 on these funds in 2020.

101  
102  
103

104 **CANCELLED Finance Committee Meeting-Leah McCormack-Commissioners**

105 This meeting was cancelled by the Treasurer.

106

107 **Bid Opening-Public Works Fuel 2022-Public Works**

108 Engineer Thomson, Jerry Paul

109

110 Commissioner Hover stated the time for receiving bids has passed. Three bids were submitted on  
111 time and opened.

112

113 **Whitley**

114 Omak reg. \$2.6638 diesel \$2.9046

115 Okanogan reg \$2.6338 diesel \$2.9046 landfill \$2.9046

116 Coulee Dam reg \$2.6638 diesel \$2.9046

117 Twisp reg. \$2.6338 diesel \$2.9046

118 Brewster reg. \$2.6338 diesel \$2.9046

119

120 **Coleman**

121 Pateros reg. \$2.5381 diesel \$2.8318

122 Tonasket reg. \$2.5581 diesel \$2.8518

123 Oroville reg. \$2.5731 diesel \$2.8668

124

125 **Connell**

126 Oroville reg. \$2.5593 diesel \$2.6657

127

128 **Continued Public Hearing-Utility Franchise Renewal Methow Irrigation District-MVID**

129 Commissioner Hover opened up the continued public hearing. Jo Ann Stansbury stated her efforts  
130 to correspond with MVID to get clarification have been unsuccessful. She recommended the Board  
131 close public testimony to avoid the additional costs of advertising again and because no additional  
132 comments were received other than from Diane Thurlow, leaving staff open and continue the  
133 hearing to December 21 at 11:00 a.m. A written letter will be sent to MVID to notify them of the  
134 final date of the hearing.

135

136 **Motion**

137 Commissioner Hover moved to close public testimony of the Utility Franchise Renewal Methow  
138 Irrigation District, keeping staff open and continuing the public hearing to December 21 at 11:00  
139 a.m. Motion was seconded, all were in favor, motion carried.

140

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

142 No quorum for PW update.

143

144 *Maintenance & Road Conditions*

145 Engineer Thomson stated the grading season is ending. The engineer is watching the rivers for  
146 debris buildup and flooding and but he isn't concerned of potential road damage at this time.

147

148 The engineer stated a resolution will be drafted to close the ER&R petty cash fund.

149

150 *Security Lights & Cameras-Public Health Request*

151 Security lights and cameras were requested by Public Health. Engineer Thomson said there are  
152 several sheds on the Public Works site that are not used due to frequent break-ins and thefts.

153 Commissioner Hover thought tying security lights and cameras into the light poles between the

154 Forest Service building and Public Health/Public Works building could be future solution for both  
155 buildings.

156

157 Meeting ended for lunch at 11:25 a.m.

158

159 **Public Comment Period**

160 Isabelle Spohn commented on the timelines of the Comp Plan and the comments on the DEIS.  
161 She said it is very confusing because the Legal Notice says one thing and the DEIS says another.

162

163 She also commented that when there are not enough people to do the work that mistakes happen,  
164 she suggested the county provide the planning department with adequate help.

165

166 She pointed out that it was because of lack of clear direction in the policies and procedures that  
167 caused the Planning Commission to lose members. She suggested the board make sure the Fair  
168 Advisory Committee has policies and procedures that are clear.

169

170 Commissioner Hover asked Pete Palmer to clarify the comment period. She explained the  
171 timelines had to be adjusted from the original timeline. She clarified what changed.

172

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

174 Ms. Everett provided her update to Commissioner Hover. She submitted four resolutions for  
175 approval.

176

177 Public Safety testing was discussed and she is hoping to get more interest from the West side.

178

179 **Update Central Services-Karen Beatty**

180 Ms. Beatty explained training for cybersecurity that is being utilized. We came in at about 37%  
181 phished. She summarized what happened during the tests and how many employees have  
182 completed the training.

183

184 Planned retirements in her office will happen the end of January. She would rather not hire right  
185 away but when she does it will be a starter position, but she hasn't solidified the plan yet.

186

187 The plan is to use remaining small tools budget to purchase computer replacements since there  
188 are so many slow machines in use. The cost of servers is now over \$5,500. She no longer needs  
189 commissioner approval prior to purchase since the minimum was raised from \$2,500 to \$10,000  
190 as long as the cost is budgeted for.

191

192 The new building list and what is needed minimum to get up and running came to about \$2,500  
193 excluding what NCI will charge. The server room is considered offsite. Commissioner Hover  
194 thanked Ms. Beatty.

195

196 Commissioner Hover asked Maintenance Supervisor about the Upper Valley Disposal invoices to  
197 understand what garbage is being generated on the fairgrounds to see if it is normal to produce  
198 that much garbage. There haven't been so many events over there before so it is difficult to  
199 compare it to.

200

201 **Public Hearing-Dissolution Lake Osoyoos Water District-683.017 Commissioners**

202 Commissioner Branch joined the meeting via zoom and delegated the running of the meeting to  
203 Commissioner Hover. Commissioner DeTro joined the meeting via zoom.

204

205 Commissioner Hover opened up the hearing asking for staff report. The Clerk of the Board gave a  
206 staff report stating the county auditor determined on the dissolution process and notice postings.  
207

208 Commissioner Hover closed staff and opened up to the public.  
209

210 It is in the best interest of the county to dissolve said district due to being inactive for over five  
211 years. Since the district has been inactive but still on the books, the district had a duty to report  
212 annually to the State Auditor which created a burden on the remaining district members.  
213

214 Lee Chapman is the spokesperson for the water district. The district requested to be dissolved due  
215 to inactivity of the district in the last 5-7 years. He said previously he spoke to the state auditor who  
216 said it was up to the county to dissolve the district in order to take the district off the books.  
217

#### 218 **Motion Ordinance 2021-11 Dissolving Lake Osoyoos Water District**

219 Commissioner Hover moved to approve ordinance 2021-11 dissolving Lake Osoyoos Water  
220 District known as Fund 683.017 in accordance with RCW 36.96. Motion was seconded, all were in  
221 favor, motion carried.  
222

#### 223 **Motion Letter of Support Broadband Grant PUD**

224 Commissioner Hover moved to approve the letter of support of Okanogan PUD's application to the  
225 Infrastructure Acceleration Grant Program by the Washington State Broadband Office (WSBO). Motion  
226 was seconded, all were in favor, motion carried.  
227

#### 228 **Motion Resolution 143-2021 Increasing the Sheriff's Office Administration Insurance Cap**

229 Commissioner DeTro moved Resolution 143-2021 increasing the Sheriff's Office administration  
230 insurance cap. Motion was seconded, all were in favor, motion carried.  
231

#### 232 **Motion Resolution 144-2021 Increasing the Non-Bargaining Insurance Cap**

233 Commissioner DeTro moved Resolution 144-2021 a resolution increasing the non-bargaining  
234 groups insurance cap. Motion was seconded, all were in favor, motion carried.  
235

#### 236 **Motion Resolution 145-2021 Increasing Delta Dental Insurance Premium Coverage**

237 Commissioner DeTro moved Resolution 145-2021 increasing the Delta Dental Insurance premium  
238 coverage. Motion was seconded, all were in favor, motion carried.  
239

#### 240 **Motion Resolution 146-2021 Adopting Chemical Dependency Treatment Prevention Plan**

241 Commissioner DeTro moved Resolution 146-2021 adopting the Chemical Dependency Treatment  
242 Prevention Plan. Motion was seconded, all were in favor, motion carried.  
243

#### 244 **Motion CDBG Public Services CV-1 Request #10**

245 Commissioner DeTro moved to approve CDBG CV-1 request #10 and authorized Commissioner  
246 Hover to sign. Motion was seconded, all were in favor, motion carried.  
247

#### 248 **Motion Subrecipient Agreement CDBG Public Services Grant No. 21-62210-011**

249 Commissioner DeTro moved to approve the subrecipient agreement between Okanogan County  
250 and Community Action Council for 2021/2022 public services grant. Motion was seconded, all were  
251 in favor, motion carried.  
252

#### 253 **Motion - Voucher Approval - Commissioners**

254 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those  
255 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a

256 list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to  
257 approve the regular vouchers in the amount of \$1,240,887.13 and Payroll vouchers in the amount  
258 of \$961,882.97. Warrant numbers as cited on the attached blanket voucher list. Motion seconded  
259 and carried.

260

261 **Motion Public Health Voucher**

262 Commissioner moved to approve the Public Health Vouchers including regular vouchers in the  
263 amount of \$41,627.66 and payroll vouchers in the amount of \$43,983.58. Warrant numbers as  
264 cited on the attached blanket voucher list. Motion was seconded, all were in favor, motion carried.

265

266 **Approve Consent Agenda**

267 Commissioner DeTro moved to approve the consent agenda as presented. Commissioner DeTro  
268 Motion was seconded, all were in favor, motion carried.

269

1. **RBDG Performance Report 1<sup>st</sup> Quarter**

270

2. **MOA- Feasibility Study-Okanogan County, Loomis Fire District #10 & Economic Alliance**

271

272 **Public Hearing-Dissolution Nine Mile Flood Control District Fund #683.016**

273 Commissioner Hover opened up the public hearing to staff. The clerk of the board read from the  
274 notice the purpose of the hearing.

275

276 No public present to comment. Opened up to the board.

277

278 **Motion Ordinance 2021-12 Dissolving Nine Mile Flood Control District Fund 683.016**

279 Commissioner DeTro moved to approve ordinance 2021-12 dissolving Nine Mile Flood Control  
280 District known as Fund 683.016 in accordance with RCW 36.96. Motion was seconded, all were in  
281 favor, motion carried.

282

283 **Motion Voucher Approval -Purchase of Forest Service Building 1240 2<sup>nd</sup> Ave S.**

284 Commissioner DeTro moved to approve the voucher certified and audited by the Auditing Officer  
285 as required by RCW 42.24.080 which has been recorded on a list, and made available to the  
286 Board. As of this date, the Board did vote, by unanimous vote, to approve the voucher in the  
287 amount of \$1,578,239.90. Motion was seconded, all were in favor, motion carried.

288

289 The board adjourned at 4:07 p.m.