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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

NOVEMBER 17, 2021

9:00 AM Budget Work Session-Central Services
10:00 AM Budget Work Session-Noxious Weed
11:00 AM Budget Work Session-Extension Office
1:30 PM Budget Work Session-Courthouse Maintenance
3:00 PM Budget Work Session-Fairgrounds

The Okanogan County Board of Commissioners met in Regular session at 123 5th Avenue North, Okanogan, Washington on November 17, 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.

Budget Work Session-Central Services

Auditor Cari Hall, Treasurer Leah McCormack, Finance Manager Lisa Schreckengost, Director Karen Beatty

The group reviewed the Central Services expenditure budget for 2022 adjusting where needed. Ms. Beatty said she would like to leave the system Administration position open. Would like to hire a support technician which is what Phil is right now. Eric and Phil would both be Network analysts.

Annual fire suppression and UPS maintenance costs are currently budgeted in fund 196 but Ms. Beatty preferred the budget for those costs to be in Central Services budget. Ms. Beatty explained she is building up the amount needed to pay for Sentinel One, Mother Switch and Computers.

The group discussed system improvements being paid from Capital Improvement fund as long as it is allowed. The Clerk of the Board stated it is not allowed per RCW 82.46.010 and RCW 35.43.040.

FTR is used by the courts and Superior Court or District Court has always paid the invoice. It could be added to the software maintenance in non-departmental. Ms. Beatty explained the courts were paying the bill. There was a break between 2011 and 2018 where no invoices were generated, but in 2019, 2020 and in 2021 Juvenile Dept paid the bill from Fund 160.014.

Budget Work Session-Noxious Weed

Larry Hudson, Auditor Cari Hall, Treasurer Leah McCormack, Finance Manager Lisa Schreckengost

The group reviewed the revenue and expenditure budget of the Noxious Weed Dept. Adjustments were made. The Lake Osoyoos Management District assessment and Noxious Weed contract was discussed. Contracted services revenue is a line item that is supplemented later in the year once all contract revenue is known. Commissioner Hover discussed the line reflecting the true numbers at the time the budget is adopted. Mr. Hudson explained it is like money in and money out.

52
53 Staffing changes were discussed regarding the Lead Field Tech changed to Field Tech. Another
54 change that cannot be budgeted for. Field Tech I, II, and III was created and some current
55 employees will apply for Field Tech II once eligible. A budget supplemental will be needed later.
56 One more thing might affect the budget, is Mr. Hudson will be asking his board for an increase in
57 salary next year. Everyone appreciated Mr. Hudson's preparedness and organization of his
58 budget.

59
60 **Budget Work Session-Extension Office**
61 Kayla Wells-Yoakum Auditor Cari Hall, Treasurer Leah McCormack, Finance Manager Lisa
62 Schreckengost

63
64 The WSU Extension budget was reviewed. Ms. Wells-Yoakum explained WSU is considering
65 wage raises for its AP positions, but the amounts have not been solidified. The travel budget is in
66 anticipation that travel will be back to normal in 2022.

67
68 After Extension office budget review, the group discussed the Non-Departmental budgets. WSAC
69 dues increased significantly for 2022. The dues are to be paid from 511 not 513.

70
71 The state auditor is still working on our audit. Cynthia is reviewing the numbers the state will come
72 up with a number to compare with our number then will figure out the difference. Public Health will
73 need to pay back CARES ACT that was not used by November 30, 2021. Allowable and what is
74 not allowable is how the state is looking at it. Commissioner Hover asked the Clerk to Find out
75 from DIR from federal treasurer on how to submit to them a refund.

76
77 Communications will need to pay rent now.

78
79 **Budget Work Session-Courthouse Maintenance**
80 Joe Poulin, Auditor Cari Hall, Treasurer Leah McCormack, Finance Manager Lisa Schreckengost

81
82 The group reviewed the Courthouse Maintenance budget for 2022. It was discussed that the
83 maintenance employee's salary will be below minimum wage, but HR is working on that.

84
85 Commissioner Hover asked why don't we have a centralized non-departmental personnel
86 advertising line. It was likely individualized when departments were advertising their open positions
87 and now HR is doing it. Auditor Hall will provide a recommendation.

88
89 Mr. Poulin explained employees were using comp time instead of overtime because they didn't
90 know employees could choose.

91
92 **Budget Work Session-Fairgrounds**
93 Naomie Peasley, Auditor Cari Hall, Treasurer Leah McCormack, Finance Manager Lisa
94 Schreckengost

95
96 The group reviewed the Fairgrounds revenue and expenditure budgets for 2022. The maintenance
97 section was populated into the fairgrounds fund 001.028. Ms. Peasley asked for guidance about
98 the difference between repairs and maintenance, supplies, and professional services.

99
100 Commissioner Hover stated it costs \$300,000 per year to run the grounds, and there will be lean
101 years where current expense may need to supplement the fairgrounds budget. So, don't spend
102 everything received. Lisa asked if Naomie is scanning the invoices in order to keep track. Ms.

103 Peasley said she would like to purchase a grass mower because the riding mower is broken. For
104 a three-point mower a quote from Pape was \$9,300. She would also like a carpet cleaner. Fencing
105 repairs and replacement is also a needed.

106
107 The sprinkler system needs to be added to Capital Improvement fund. The electrical project also
108 needs to be done in 2022. Funds for the Safety Grant and match (\$675,000) was added to the
109 Capital Improvement fund for the various projects applied for.

110
111 The board adjourned at 3:40 p.m.