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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

NOVEMBER 30, 2021

9:00 AM Commissioners' Staff Meeting-Commissioners' Hearing Room
10:00 AM Update Human Resources/Risk Management-Tanya Everett
10:30 AM Approve Commissioner Proceedings
11:00 AM Update Public Works-Engineer Josh Thomson
1:30 PM Public Comment Period
2:00 PM Discussion-Central Services Personnel Budget-Karen Beatty
2:30 PM Approve Consent Agenda

The Okanogan County Board of Commissioners met in Regular session at 123 5th Avenue North, Okanogan, Washington on November 30, 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-Commissioners' Hearing Room

Facilities Maintenance, Joe Poulin,

Joe Poulin reported on: Judicial Building maintenance. Working on installing LED lighting for the FS building since only one light was working. Ongoing security issue at the Judicial Building with break-ins, fence cutting, and clothing strewn around from the Senior Center. He suggested installing a security camera system. Mr. Poulin suggested fencing the whole lot off with razor wire and locked gate.

The courthouse parking lot lights have been installed and make a huge difference. Felton Fire went over the Courthouse fire alarm system. There are no smoke alarms or smoke detectors in the courthouse except right in front of the elevators. Mr. Poulin will gather quotes to install these in the courthouse. Fogal pump put bentonite around the well casing to seal off any surface water, but no one wants to drill down to seal the well properly.

Requested Dude Solutions present on their services for adding the new building. Jail itself and what they can offer to support documents on what the jail can handle, said Commissioner Hover.

Fairgrounds, Events Coordinator Naomie Peasley

Fairgrounds, Events Coordinator Ms. Peasley stated the Romeo contract for entertainment should be only for Thursday's fair, not Sept 8-11 as the draft contract notes.

Fairgrounds, Events Coordinator Ms. Peasley stated Asplund will do the tree removal on the fairgrounds. North end trees are dead and will be removed.

Timeline for outer rail installation is planned for February or March 2022. It takes 14 weeks to ship the rail and she would like to move forward with signing the contract and moving forward ASAP. Commissioner Hover asked David Gecas to determine sole source for rail purchases because everything should be the same as the inner rail, its proprietary. Commissioner Hover said he

54 considered this to be a separate project from the inner rail installation. Any supplies not used by
55 Okanogan County can be sold to another county. Company also has starting gates.

56

57 **Motion Authorization for Outer Rail Purchase**

58 Commissioner Hover moved to authorize Naomie Peasley to purchase the outer track rail for the
59 fairground's racetrack from Equinox Horseracing subsequent to a sole source justification form being
60 completed and approved by the board. Motion was seconded, all were in favor, motion carried.

61

62 The purchase of a new starting gate from the same company was discussed. Commissioner Hover
63 discussed the purchasing policy and purchasing thresholds to prevent going over \$300,000 and the
64 requirement to use a formal competitive bid process. Would like to look at the whole improvement
65 project to determine total estimate. Commissioner Branch suggested talking to Josh Thomson about
66 the project to determine which process fits because projects cannot be broken up into smaller bits to
67 avoid the bidding process. Ms. Peasley said she was looking at it as many different projects.

68

69 Discussed Fair para mutual grant funds and info gathering that it is based on.

70

71 Process for electrical repairs is moving forward.

72

73 Received five applications for Maintenance Coordinator will be interviewed. Does the board wish to
74 be involved? Commissioner Branch will attend the interviews.

75

76 Commissioner DeTro asked if applicants have the necessary experience. She said one has a CDL.
77 Training can be visited later, said Ms. Peasley.

78

79 Can she move forward with moving the north fence since that part is not part of the grant and she has
80 someone lined up to do the ground work for the barn. Commissioner Hover reminded Ms. Peasley that
81 she has a lot going on and would like to discuss this further. He noted the list of activities under the
82 grant with ball park costs and the other things not funded by the grant and where those things will be
83 paid for as a budgetary tool to look at.

84

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

86 David Gecas

87

88 Interview dates for District Court Judge to start December 4. Interviews will be public like recent
89 Prosecutor appointment and scheduled December 13 starting at 1:30 p.m.

90

91 **Motion Executive Session**

92 Commissioner Hover moved to go into executive session at 10:05 for 15 minutes inviting David Gecas
93 to discuss legal matters regarding the Comprehensive Plan update, per RCW 42.30.110 (1)(i). Motion
94 was seconded, all were in favor, motion carried.

95

96 Executive session was extended at 10:20 for another 10 minutes.

97

98 Executive session ended at 10:30 a.m. no decisions were made as a result of the executive session
99 discussion.

100

101 **Discussion Central Services Personnel Requests-Karen Beatty**

102 Lisa Schreckengost, Tanya Everett

103

104 Ms. Beatty explained her request was for a second Network Analyst to be filled by the current IT Tech
105 then hire another IT support Technician. She intends to not fill the System Administration position this

106 year. Commissioners were alright making the budget changes. A resolution will be needed to authorize
107 these changes.

108
109 Commissioner Hover said when someone comes in and asks for pay changes or staff changes, and
110 the commissioners direct that department to work with HR so they can come back and tell the board
111 about what will happen. Do the other commissioners think that way? Ms. Everett said the department
112 receives direction from the board to work with HR, then HR reports to the board on concerns, and the
113 board then directs the resolution to be drafted. When the board gives direction to a department to work
114 with HR on a position details, it doesn't mean the issue is approved.

115
116 Ms. Everett knows now when someone comes to her to work on a personnel resolution what the board
117 expectations are. She said when she isn't part of the original discussion the meeting minutes do not
118 reflect the details of the personnel discussion. Since commissioners want more action minutes, the
119 Clerk has not included the kind of detail she did before and people will now need to review the video
120 for the details.

121
122 Commissioner Hover stated with the pay scale of non-bargaining it does need to be fixed. Tanya
123 Everett and Shelley Keitzman reworked the whole pay scale to provide a fixed pay scale so Clerk III
124 gets up there close to bargaining Clerk III's and put figures to the annual cost, and when we get to the
125 point of how much money, the board should review the info pay scales and costs.

126

127 **Update Public Works-Engineer Josh Thomson**
128 Engineer Thomson

129 Engineer Thomson provided his agenda and a discussed the items listed there.
130
131 Discussed the need to install security lights and cameras for the public works building. He said one of
132 the Noxious Weed pickups had had gas stolen by drilling the tank. The vehicles were under the lights
133 and in the open. Neighborhood watch might help.

134
135 *Project Status*

136 Engineer Thomson discussed compliance issues regarding an unnamed stream designated as fish
137 bearing.

138
139 He also reported progress of the B-4 Bridge Replacement near Nespelem, and reported that the
140 Cache Creek Rd Guardrail Repairs had been completed.

141
142 *Consent Agenda*-Engineer Thomson asked if the board had questions about the items listed. They
143 had none.

144
145 The group discussed real estate sales in Okanogan County in terms of populations. Seeing more
146 vacation cabins going in Tunk and Aeneas Valley that wouldn't reflect population increase. Most sales
147 are for houses and some vacation homes are now permanent residence.

148
149 Commissioner Branch recessed for lunch until 1:30 p.m.

150

151 **Public Comment Period**

152 No public comments were given.

153
154 Commissioners discussed the two letters of interest submitted by Ray Campbell and John Crandall to
155 fill the vacant Planning Commission position representing Commissioner District #2. Commissioners
156 discussed the need for objectivity and asked to see all letters of interest and bio's of the current
157 members which the Clerk of the Board provided and a long and detailed discussion ensued.

158

159 **Motion**
160 Commissioner Hover moved to approve the appointment of John Crandell to the Planning Commission.
161 Commissioner DeTro abstained due to having served with Ray Campbell's on the BOCC.
162 Commissioners Hover and Branch voted yea. Motion carried.

163
164 Commissioner DeTro stated John has many of the same attributes that Gina McCoy had.

165
166 Commissioner Branch has another appointment at 2:30 p.m.

167
168 **Approve Commissioner Proceedings**

169 Commissioner Hover moved to approve the meeting minutes of November 22, 23, 2021. Motion was
170 seconded, all were in favor motion carried.

171
172 **Approve Consent Agenda**

173 Commissioner Hover moved to approve the consent agenda items, 1-3 as presented. Motion was
174 seconded, all were in favor, motion carried.

- 175 1. Appointment Letter-Solid Waste Advisory Committee-Stan Carter
176 2. CDBG Public Services Request #4 July-August Services-\$7,553.10
177 3. Authorization to Call for Bids-2022 Gravel Crushing or Supply Project

178
179 Commissioner Branch discussed the ARPA Fund manager RFP that he drafted which is very
180 comprehensive. The potential cost would be about 10% of the county's allocation which could be over
181 \$800,000 but noted that one company he talked to reported that their rate was 8% of total grant fund
182 so he used 10% for ease of calculation reminding the Board that we are issuing a Request for
183 Proposals so scope and cost are relative to the proposal and final scope. He would like to send the
184 RFP to others before it is published. He is replicating another county's RFP for our purpose.

185
186 Commissioner Hover stated the preliminary budget still has red tabs and then asked the Clerk of the
187 Board to invite those departments to the December 6 budget hearing to work on it.

188
189 The board adjourned at 2:30 p.m.

190