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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

NOVEMBER 9, 2021

8:15 AM Update Superior Court Forest Service Facility-Judge Culp
9:00 AM Commissioners' Staff Meeting-
CANCELLED Discuss Remuneration Request-Non-Bargaining Employees
10:00 AM Update Treasurer Leah McCormack
10:30 AM Update Auditor-Cari Hall
11:00 AM Update Public Works-Engineer Thomson
1:30 PM Board of Health-1234 2nd Ave S Okanogan
2:30 PM Public Hearing Tonasket EMS District Revenue-Commissioners
3:45 PM Public Hearing Oroville Rural EMS Revenue-Commissioners
4:00 PM Public Hearing Methow Valley EMS Revenue-Commissioners
4:30 PM Approve Consent Agenda
4:45 PM Approve Commissioners Proceeding -November 1, 2021

The Okanogan County Board of Commissioners met in Regular session at 123 5th Avenue North, Okanogan, Washington on November 9, 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.

Update Superior Court Forest Service Facility-Judge Culp

Judges Culp and Rawson, Bailiff Horner, Admin Rabidou, Clerk Groomes, Joe Poulin, Eric Fritts, and Susan Speiker

Dennis Rabidou inquired about the status of the county's purchase of the Forest Service building. Commissioner Branch said the closing papers were signed yesterday and sent to the closing agent Amanda Johnson. Power and utilities will need to be transferred. Maintenance and grounds services to be sorted out in order to move in by December. A key will be provided to Joe Poulin to assess the systems.

The fiber for internet drops in on the south end of the Public Works Building so it can either go over or underground. Commissioner Hover said he would rather it be overhead now, because at a future point the water and sewer will need to be addressed for the full move and he doesn't want to dig up the driveway twice. Commissioner Hover said if a sub-contractor is needed that we not to rule that out.

Commissioner Hover said a budget supplemental would be needed if the court is awarded the \$120,000 from CARES ACT funds to purchase furniture such as benches, chairs etc... and everything they will need over there. A priority list is needed as well as a budget supplemental for the CARES ACT funds in order to spend from the Superior Court budget.

Commissioner Hover discussed a phased plan that is affordable. Commissioner Branch suggested a short-term contract with Beaman Architecture for the immediate work to accommodate the courts by December, then draft a phased plan for the rest of the building. Mr. Rabidou said he doesn't want to be the project manager for this project and said architect Beaman can figure that out. Judge Culp said, for the big trial, plan A is to use the Forest Service building, plan B is to use the commissioners hearing room, and plan C is to use their current courtroom.

55 Beaman Architecture sees us moving forward with a feasibility study and predesign study with an
56 intermediate plan on how the county will tackle the project. It would be a phased plan that would have
57 budgets attached to each phase and then work it back and forth with the funding realities.

58
59 Commissioner Branch Public Works Engineer Josh Thomson to oversee the project due to his expertise as
60 engineer. It would be a burden but only for the short term.

61
62 Clerk Groomes explained her frustration about not being invited to discuss plans that involved her office
63 moving to the Forest Service Building. Judge Culp responded that the courts would inform her on an as
64 needed basis and that the Clerk's office function must follow the court no matter what. The Clerk said she
65 has had zero information about this move. Judge Culp said the truth is she has been complaining about not
66 having more space. A list of the Clerk functional needs should be laid out. Commissioner Hover asked that
67 everyone involved in the courts be informed of what is going on.

68
69 **Commissioners' Staff Meeting**
70 Director of Planning, Pete Palmer provided her staff report. She reported:

71
72 Planning Director reported that her department has been down four staff over the last two weeks due to
73 COVID with only two returning at this point. One employee will be moving on to her job in Montana the other
74 is still out.

75
76 Commissioner Hover suggested hiring outside professional help for the bigger scope projects to help take
77 the load off current staff. Commissioner Branch stated he spoke to staff about this and he suggested that if
78 someone wished to move forward with their project at a faster pace then they could pay for it. These are big
79 projects that make a lot of money for the developer and passing costs onto them happens across the state
80 for entities that don't have the capacity to accomplish on their own.

81
82 Director Palmer said when the hearing examiner was hired there were some code changes to allow this in
83 the sub division and planned developments. Title 16 and 17 were missed in those changes and so those still
84 go to the planning commission. She would be more comfortable moving forward per the code.

85
86 An Agenda bill will be prepared and submitted with the Modus agreement which is to store, scan, and copy
87 files onto an external drive and to be stored on the Modus Cloud for access.

88
89 **Motion**
90 Commissioner Hover moved to approve the agreement between Okanogan County and Modus in the
91 amount of not to exceed \$50,000 for the Planning Department file storage project and authorized the
92 chairman to sign. Motion was seconded, all were in favor, motion carried.

93
94 A service agreement with Watershed Foundation was presented for signature. The contract provides
95 administrative assistance to watershed council who is doing the watershed planning for that area for the
96 county. Only one response to the RFP was received. The annual revenue fiscal impact is \$19,800.

97
98 **Motion**
99 Commissioner Hover moved to approve the contract between Okanogan County and Methow Watershed
100 Foundation for the administrative work of the Methow Watershed Council. Motion was seconded, all were in
101 favor, motion carried.

102
103 The Riverbank well debit/tracking program meeting was set up for last Tuesday, but the meeting was
104 cancelled due to our Planning staff being out of the office.

105
106 Director Palmer discussed the timelines for the Comp Plan and DEIS comments and public hearings.

107
108 Ms. Peasley gave her fairgrounds update. Two applications were received for the two open fairgrounds
109 maintenance positions. The city of Omak has agreed to sell their leaf vacuum to the fairgrounds. Both

110 fairgrounds trucks have broken doors. The commissioners said to surplus them. The Clerk of the Board said
111 the county is still paying Public Works for the tan truck.

112
113 Talked to city of Omak and secured the purchase of their commercial leaf pick up machine. The doors are
114 not working on both fairgrounds' trucks. The commissioners said to surplus them. The Clerk of the Board
115 stated the brown one still has a \$3,600 payment due in 2023. Two tree removal bids were received and were
116 under \$15,000. Commissioner Hover suggested a budget amendment from contingency reserve to pay for
117 things from the fairgrounds budget.

118
119 The office water systems to take care of the chloroform. O Connell was hired for one time and will perform
120 the testing on a continuing basis, because maintenance wasn't doing it right. Commissioner Branch asked
121 that the scope of work be provided.

122
123 Three events are scheduled till the end of the year. The Christmas basket event has not contacted her yet,
124 but will likely request a waiver. The security system monitoring was requested to be loaded on a maintenance
125 computer in her office. Commissioners did not see an issue with that.

126
127 Joe Poulin provided the courthouse maintenance update. Two parking lot lights will be installed in the
128 courthouse parking lot. He discussed the water to water heat pump system and the idea for getting it up and
129 going. The two-parking lot well heads, the two have issues we need to repair the soil and asphalt and need
130 to both be sealed up. Commissioner Hover suggested a budget amendment be prepared to provide for this.
131 Contacted DIVCO to come assess the Forest Service building.

132
133 **CANCELLED Discuss Remuneration Request Non-Bargaining Employees**

134
135 **Update Treasurer Leah McCormack**
136 Treasurer McCormack said she is done with receipting October property taxes which is very early. The
137 numbers show 96% collected and that is amazing. ESHB Special Notice Update from Ras Roberts with DOR
138 was discussed. (attached)

139
140 Treasurer was contacted by bond council and they are putting stuff together and should be coming in the
141 next couple weeks.

142
143 A mis conception was cleared up with regards to how current expense revenue is allocated even when only
144 a few departments are bringing in the revenue.

145
146 **Update Auditor-Cari Hall**
147 Lisa Schreckengost

148
149 First, Commissioner DeTro said he will canvas the board at 11 on Friday for Commissioner Branch.

150
151 Election was average this year and there were many observers and volunteers. It went smoothly.

152 Licensing has slowed down a bit.
153 Staffing interviews will happen this week.

154
155 The window for recording is closed for lunches, since Friday.

156
157 Auditor Hall provided a sales quotation from Tyler Technologies. (attached) Munis is a Tyler system so the
158 transition will be easier. It will be 18-24 months before complete. What part will eliminate what is being done
159 now by hand. It is table driven instead of linear driven and has a more robust ability and modern. It has the
160 potential to save days or weeks of time. There is a special module of Munis that could be used to replace
161 CAMS. Commissioner Hover said Engineer Thomson was hoping the system would allow for it. The
162 contracting module should be reviewed by Engineer, then we can reach out to Jason to find out if there is
163 something else they can offer. The other thing is the timesheet system it actually is very robust. The HR
164 module got good feed back after they reviewed. Auditor Hall explained the requirements and consideration.
165 \$175,000-200,000 over two to three years for a \$600,000-800,000 overall cost. Commissioner Hover wants

166 to make sure it works for public works before he makes his decision. Auditor will meet with Munis to discuss
167 hosting versus non-hosting questions and answers. Many counties are considering going with Munis. This
168 would be the core financial system of the county. Our current system is really becoming a problem. No matter
169 what we should have super user training who would then train others in their office. Munis can calculate
170 CBA's. Most Eden Counties are going to Munis.

171
172 **Update Public Works-Engineer Thomson, Kent Kovalenko**

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

174
175 *Solid Waste*

176 Kent Kovalenko provided his solid waste department update. Mr. Kovalenko explained the mechanical
177 repairs needed on a lemon compactor and equipment shortages everyone is experiencing. The company
178 did extend the warranty. Commissioner DeTro asked that public works run the types of machines by the
179 commissioners before purchase.

180
181 *Maintenance & Road Conditions*

182 First snow is always wet and sticky, and many phone calls are received. The crews are still trying to finish
183 grading.

184
185 Eight people are down in the area shops, which doesn't help.

186
187 *Annual Construction Program*

188 The commissioners reviewed the list of annual construction program projects and equipment planned for
189 purchase. A resolution was prepared for the adoption of the list.

190 Motion Resolution 141-2021 Annual Road Construction Program

191 Commissioner Hover moved to approve resolution 141-2021 adopting the road construction program for
192 2022. Motion was seconded all were in favor, motion carried.

193
194 *Engineering Tech Promotion*

195 Engineer Thomson requested a promotion of engineer tech as the person meets the qualifications.

196
197 **Motion Resolution 142-2021 Promotion Logan Szafas**

198 Commissioner Hover moved to approve resolution 142-2021 promoting Logan to Engineer Tech Assistant
199 to the Engineer Technician position. Motion was seconded, all were in favor, motion carried.

200
201 **Motion Closed Session RCW 42.30.140(4)(b)**

202 Commissioner Hover moved to go into closed session to discuss union negotiations at 11:15 a.m. for 10
203 minutes inviting Engineer Thomson. Motion was seconded, all were in favor, motion carried.

204
205 *Mazama Intersection*

206 Mazama Intersection was discussed as Engineer Thomson explained a stop sign that will get moved back.
207 An advance sign will also be installed. This will likely happen in the spring.

208
209 *Conconully Sewer System Rates*

210 Conconully increased their rates but isn't part of the county's rate even though it is passed through the
211 county. We do not need to set a different rate. A bigger discussion is needed about the system and to find
212 out what is really going on with the situation.

213
214 *Liberty Woodlands Budget & 2022 Assessment*

215 They asked about having their rate set at zero, but the HOA meeting isn't until tomorrow. Balances were
216 discussed. A lot of that system has been upgraded. If we set the rate at zero, the fund would be alright. A
217 formal request is expected and a resolution for commissioner consideration will follow.

218
219 *Mazama Well MOU*

220 Fire fill station would require an amendment to the MOU that would allow other fire fighting agencies being
221 able to use it too. They could not out do the pumps when they tried to test.

222
223 *Consent Agenda-Beaman Architecture*
224 Commissioner Branch explained the engineering and project management needs of the Forest Service
225 building and asked if Engineer Thomson could oversee the project to get the courts in the building by
226 December. Since his office is right next door would he be able to fit into his work load. There is an
227 infrastructure improvement for water and sewer that may need to happen at some point. An agreement may
228 be needed between public works and county.
229
230 Commissioner Branch will attend the Timber Caucus meeting this afternoon.
231
232 Adjourned for lunch at 11:45 a.m.
233
234 **Board of Health-1234 2nd Ave S Okanogan**
235 The commissioners attended the board of health meeting.
236
237 **Motion Tonasket EMS District**
238 Commissioner DeTro moved to adjourn as the BOCC and reconvene as the Tonasket EMS District. Motion
239 was seconded all were in favor, motion carried.
240
241
242
243 **Public Hearing Tonasket EMS District Revenue-Commissioners**
244 Commissioner Hover continued the public hearing to 3:40 p.m. to allow the other commissioners time to
245 return from the board of health meeting.
246
247 Commissioner Hover opened up the public hearing asking if any public wished to comment, seeing no one
248 he closed the public hearing and opened up to staff. The Clerk of the Board noted the resolution corrects an
249 error made in 2021.
250
251 **Motion**
252 Commissioner Hover moved to approve resolution 1-2021 approving the district levy to be collected in 2022
253 with the percentage increase as permitted by law. Motion was seconded, all were in favor, motion carried.
254
255 **Motion**
256 Commissioner Hover moved to approve the 2022 levy certification for Tonasket EMS District levy to be
257 collected in 2022. Motion was seconded, all were in favor, motion carried.
258
259 Commissioner Hover moved to adjourn as the Tonasket EMS District and Reconvene as the Oroville Rural
260 EMS District. Motion was seconded all were in favor, motion carried.
261
262 **Public Hearing Oroville Rural EMS Revenue-Commissioners**
263 Commissioner Hover opened up the public hearing asking if any public wished to comment, seeing no one
264 he closed the public hearing and opened up to staff. No staff comments.
265
266 **Motion**
267 Commissioner Hover moved to approve resolution 1-2021 approving the Oroville Rural EMS district 2022
268 levy with the percentage increase to be collected as allowed by law. Motion was seconded, all were in favor,
269 motion carried.
270
271 **Motion**
272 Commissioner Hover moved to approve the Oroville Rural EMS District 2022 levy certification certifying the
273 amount to be collected in 2022. Motion was seconded, all were in favor, motion carried.
274
275 Commissioner Hover moved to adjourn as the Oroville Rural EMS District and Reconvene as the Methow
276 EMS District. Motion was seconded all were in favor, motion carried.
277

278 Commissioner DeTro moved to approve the Voucher certification and authorize the Methow Valley EMS
279 District vouchers to be paid in the amount of \$58,867.75. Motion was seconded, all were in favor, motion
280 carried.

281
282 **Motion**

283 Commissioner Hover moved to approve the Tonasket EMS District voucher in the amount \$16,200. Motion
284 was seconded, all were in favor, motion carried.

285
286 **Motion**

287 Commissioner Hover moved to approve the voucher certification of Oroville Rural EMS in the amount of
288 \$9,680. Motion was seconded, all were in favor, motion carried.

289
290
291
292 **Public Hearing Methow Valley EMS Revenue-Commissioners**

293 Commissioner Hover opened up the public hearing calling for public comment, seeing no one to comment,
294 he closed public comment and opened up to staff, see no one he closed to staff and opened up to the board.

295
296 **Motion**

297 Commissioner DeTro moved to approve resolution 1-2021 approving the Methow Valley EMS district 2022
298 levy with the percentage increase to be collected as allowed by law. Motion was seconded, all were in favor,
299 motion carried.

300
301 **Motion**

302 Commissioner DeTro moved to approve the Methow Valley EMS District 2022 levy certification certifying the
303 amount to be collected in 2022. Motion was seconded, all were in favor, motion carried.

304
305 Commissioner DeTro moved to adjourn as the Methow Valley EMS District and Reconvene as the BOCC.
306 Motion was seconded all were in favor, motion carried.

307
308 **Approve Consent Agenda**

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

311 1. Agreement-Supplement-Architectural Consulting-Beaman Architecture Ltd.

312
313 **Approve Commissioners Proceeding -November 1, 2021**

314 Commissioner DeTro moved to approve the proceedings of November 1, 2021. Motion was seconded, all
315 were in favor, motion carried.

316
317 **Public Hearing Budget Supplemental Appropriation Fair, REET**

318 Commissioner Hover opened up the public hearing calling for public comment, seeing no one to comment,
319 he closed public comment and opened up to staff, see no one he closed to staff and opened up to the board.

320
321 **Motion Resolution 139-2021 Budget Supplemental Appropriation Fair, REET**

322 Commissioner DeTro moved to approve resolution a budget supplemental within the in the amount of
323 \$92,416. Motion was seconded, all were in favor, motion carried.

324
325 **Public Hearing Budget Supplemental Appropriation REET, Fair**

326 Commissioner Hover opened up the public hearing calling for public comment, seeing no one to comment,
327 he closed public comment and opened up to staff, see no one he closed to staff and opened up to the board.

328
329 **Motion Resolution 140-2021 Budget Supplemental Appropriation REET, Fair**

330 Commissioner DeTro moved to approve resolution 140-2021 a budget supplemental appropriation in the
331 amount of \$43,500. Motion was seconded, all were in favor, motion carried.

332

333 Commissioners discussed the fact the county does not have someone to manage projects. Michael
334 Beaman joined the meeting to answer questions of the board regarding his contract on the consent agenda.
335
336 The board adjourned at 4:30 p.m.