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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

FEBRUARY 8, 2022

9:00 AM Commissioners' Staff Meeting
10:00 AM Update-Treasurer-Leah McCormack
10:30 AM Update-County Auditor-Cari Hall
~~**11:00 AM Cancelled Update Public Works-Engineer Josh Thomson**~~
11:30 AM Discussion Therapeutic Courts Coordinator Position Request-District Court
3:30 PM Update Human Resources/Risk Management-Tanya Everett
4:00 PM Approve Commissioner Proceedings
4:05 PM Approve Consent Agenda

The Okanogan County Board of Commissioners met in Regular session at 123 5th Avenue North, Okanogan, Washington on February 8, 2022 with Chairman, Commissioner Andy Hover; Vice-Chairman, Commissioner Chris Branch; Member, Commissioner Jim DeTro; and the Clerk of the Board, Laleña Johns, present.

AV Capture provided recorded audio and video of the meeting held today, while ZOOM provided best audio accessibility and public interaction.

Commissioners' Staff Meeting

Joe Poulin, Naomie Peasley, Pete Palmer, David Gecas

Ms. Peasley provided the signed Fairground's contracts for commissioners' acknowledgement. She asked for direction on the removal of the outer race track rails. Should she pay Public Works to remove and store the steel rails in the back or have someone remove and take the steel in trade for removing. Commissioners do not want to pay to have it taken down. She said Silver will remove and take away. Commissioners would like her to find out if anyone else can do it that way before giving the job to Silver. Get a general idea of price per pound. Ms. Peasley will fast track this process because they are coming next week. Keep track of any in-kind work on the track that employees do.

Propane costs have doubled from \$1.09 to \$2.09 since last year. The budget does not reflect the increase, so a budget amendment may be needed later. Rental costs will need to take into consideration this extra cost.

A budget supplemental will be needed soon because B&O taxes are so high. She is completely overwhelmed at the fairgrounds.

Maintenance Supervisor, Joe Poulin provided a quote from MTM Services regarding the courthouse old boiler fuel tank removal. The quote was \$26,359.31. Commissioner Hover asked that at least another quote be solicited for the board to consider. Commissioners discussed the permitting and reporting responsibilities to ensure the vendor properly addresses the requirements.

A quote was submitted for an equipment feasibility study. The costs were listed for each of the county buildings. (attached) Mr. Poulin explained what would be inventoried, tagged, studied and scheduled and why. Commissioners agreed that this should be done, but Commissioner Branch would like to review a sample report to understand the details first.

53
54 Mr. Poulin explained direction needed as the Justice Building HVAC units are not fully functional.
55 Does the board wish to upgrade those and if so when. Commissioner Hover thought since the roof
56 will need to be replaced that it would also be a good time to replace the HVAC systems at that time.
57 There is sufficient heat now, but cooling will need to be addressed later.

58
59 The Clerk of the Board updated the board on three items.
60 A Call for bids for county legal paper was sent for publishing
61 WMCA Spring Academy and Conference-March 14-18
62 Affordable Housing Supplemental - \$75,000

63
64 Maurice Goodall asked if the board had anything for him.

65
66 **Motion Executive Session**

67 Commissioner Branch moved to go into executive session at 9:30 a.m. for 10 minutes inviting Chief
68 Civil Deputy David Gecas and Planning Director Pete Palmer to discuss threatened legal action
69 under RCW 42.30.110 (1)(i). Motion was seconded all were in favor, motion carried.

70
71 Executive session ended at 9:40 a.m. no decisions were made.

72
73 Director Palmer provided a Professional Services Contract between Okanogan County and the
74 Department of Ecology for \$84,000 for the periodic review of the SMP to ensure consistency for
75 commissioners' consideration. Commissioners reviewed the document. It will take a different route
76 from the programmatic process.

77
78 **Motion Professional Services Contract with Okanogan County and the Department of Ecology**

79 Commissioner Branch moved to approve the Professional Services Contract between Okanogan
80 County and the Department of Ecology for the periodic review of the Shoreline Master Plan in the
81 amount of \$84,000 and authorized the chairman to sign. Motion was seconded, all were in favor
82 motion carried.

83
84 Director Palmer provided a priority task matrix of the how Planning department sees the priorities
85 being worked out. Many items are ongoing and she felt she is on target to meet those deadlines.
86 (attached) Commissioner Hover asked the Director to please find out if we can get this in a excel
87 format because for WRIA 48 we should be sending our reserve accounting to DOE for
88 commissioners' signature for the WRIA 48.

89
90 The tally on survey monkey on zone code updates resulted in 29 surveys completed. The top five
91 were read. The ad closed on February 4. It should be extended to the end of the month.

92
93 Commissioners discussed the Sub Unit make up and how to get to that point and selection.
94 Commissioner Branch discussed a process that the public can feel more apart of.

95
96
97 ~~**Update Human Resources/Risk Management-Tanya Everett**~~
98 Cancelled

99
100 **Approve Commissioner Proceedings**

101
102 **Approve Consent Agenda**

103 Commissioner DeTro moved to approve the consent. Second. All in favor. Motion carried.

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1. Purchase Approval-Purchase of Weed Spray Materials-Public Works
2. Agreement Lodging Tax Funding-LTAC 22-006 Methow Arts Alliance
3. Interagency Agreement-Office of Public Defense Grant Application-OPD
4. Confidentiality Agreement-Judicial Information System-LINK Anna Buric
5. Supplemental Agreement Certificate of Eligibility-JIS Link-Burica Law PLLC

Motion Resolution 24-2022

Commissioner Branch moved to Resolution 24-2022 A resolution reclassifying Deputy Clerk of the Board. Second. All in favor. Motion Carried.

Motion Resolution 25-2022

Commissioner Branch moved to Resolution 25-2022 A resolution authorizing a general wage increase for non-bargaining employees

~~Update-Treasurer-Leah McCormack~~

Cancelled

Update-County Auditor-Cari Hall

Auditor Hall, Lisa Schreckengost

Auditor Hall stated three items to discuss.

Last year the law went into place that requires us to produce a local voter's pamphlet. She explained the Administrative Rules requirements and the rules for pro's and con's on local issues and one issue is that people appointed to must live within the district. (attached)

The next topic discussed is the Accounting Clerk III position who processes payroll and found there was no job description. Two different job descriptions were created, one has higher function, and the other deals with Jr. Taxing districts. Essentially these positions are expected to know the others functions. The existing position description was revamped and a new job description for the other position. It will need to be approved by the Union. There is no reason to have a lead as the position does not supervise. She provided the changes she has been working on with HR so the commissioners are aware. There is a two-grade difference between the two positions and she does not feel that is appropriate as they do the same thing and cross trained. This will help clear up. Commissioner Hover explained the process for the changes that would help the union process be clear when moving the position. Accounting Clerk (Payroll Deputy) was suggested as the title. One job description that covers all bases that the two positions share. Auditor Hall will reach out to the Union to discuss this.

Auditor Hall provided the final quote from Tyler for Munis Software. (attached) She discussed the options for add in's the commissioners asked about. Disaster recovery service fee was clarified for hosting. She previously spoke to David Gecas about the procurement process. RCW 39.04.270

Currently we pay annually around \$60,000 for Eden now but Munis annual cost is \$122,477. She can try to negotiate a lower annual cost. She reminded the board that it will take around 18-20 months for them to start working on the system. A budget supplemental will be needed once the board authorizes.

155
156 **Motion Munis Software**
157 Commissioner Branch moved to approve the quote as presented by the Auditor up to the amount
158 \$483,500 including the reoccurring fee of \$122,000 or less and authorized the chairman to sign
159 the quote. Motion was seconded, all were in favor, motion carried.

160
161 **Motion Amendment No 7 K9427 DOC Inmate Housing Agreement**
162 Commissioner Branch moved to approve Amendment No 7 K9427 DOC Inmate Housing
163 Agreement with the Department of Corrections. Motion was seconded

164
165 **Motion - Voucher Approval - Commissioners**
166 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those
167 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a
168 list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to
169 approve the regular vouchers in the amount of \$518,520.30. Warrant numbers as cited on the
170 attached blanket voucher list. Motion seconded and carried.

171
172 **Motion Public Health Voucher**
173 Commissioner DeTro moved to approve the Public Health Vouchers including regular vouchers in
174 the amount of \$31,596.15. Warrant numbers as cited on the attached blanket voucher list. Motion
175 was seconded, all were in favor, motion carried.

176
177 **Motion Methow Valley EMS District**
178 Commissioner Branch moved to adjourn as the BOCC and reconvene as the Methow Valley EMS
179 District. Motion was seconded all were in favor, motion carried.

180
181 Commissioner Branch moved to approve the Voucher certification and authorize the Methow
182 Valley EMS District vouchers to be paid in the amount of \$60,815.16. Motion was seconded, all
183 were in favor, motion carried.

184
185 Commissioner Branch moved to adjourn as the Methow Valley EMS District and Reconvene as
186 the BOCC. Motion was seconded all were in favor, motion carried.

187
188 **Update Planning Director Pete Palmer**
189 Planning to work on date with COB for Ordinance 2022-2. Comments on the Public Hearing
190 should have a deadline and must go to the Planning director not the BOCC for compilation by the
191 director and provided to the commissioners review the Friday before the hearing.

192
193 **Motion Ordinance 2022-2**
194 Commissioner Branch moved to approve Ordinance 2022-2 setting a public hearing to consider
195 the Marijuana Moratorium. Motion was seconded, all were in favor, motion carried.

196
197 **Discussion Therapeutic Courts Coordinator Position Request-District Court**
198 Judge Charles Short, Darla Schreckengast

199
200 Judge Short discussed the receipt of grant funds. The legislature approved dedicated funding for
201 the municipal court. An application for Therapeutic Court Coordinator position as most counties
202 have this position who address repeat low-level crimes with significant drug and alcohol issues.
203 \$81,250 was the amount of the grant the position would expire once the grant funding expires.
204 The thought would be to find additional grant funds to extend the position and legislature is
205 considering another pot of money to provide to municipal courts this year.

206
207 Commissioner Hover noted the resolution stated grade 28 step 4 seemed odd and wondered if
208 there was someone already in mind. The position would be advertised. Can this be contracted
209 out instead? Judge Short said it sounded like a good idea. Ms. Everett is gone this week but the
210 Judge can work with HR Keitzman on the ad. Commissioner Branch asked if the future plan is to
211 continue the position past this year. Yes, but grant funding terminates June 30, 2023. The position
212 would be temporary 18-month position. If permanent funding is realized the position may become
213 permanent.

214
215 Ms. Schreckengast will discuss a contract with HR if it is the proper mechanism over a resolution.
216

217 No meeting Wednesday, Feb. 9, 2022

218
219 The board adjourned at 11:45 a.m.

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