

1 **RECORD OF THE PROCEEDINGS**

2 **OKANOGAN COUNTY**

3 **JANUARY 17, 2023**

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8 9:00 AM	Review Meeting Minutes January 9 & 10, 2023
9 9:15 AM	Public Comment Period
10 9:30 AM	Public Hearing – 2023 Budget: Methow 9:30, Tonasket 9:40, Oroville 9:45, & Lake Management
11 10:00 AM	Finance Committee Meeting – Treasurer Leah McCormack
12 11:00 AM	Update – Public Works – Josh Thomson
13 1:30 PM	Commissioners to set Wednesday’s Agenda
14 2:00 PM	Update – Building – Dan Higbee
15 2:30 PM	Update – Noxious Weed – Larry Hudson
16 3:00 PM	Discussion – County Opioid Abatement – OBHC David McClay, Dennis Rabidou, Sheriff Budrow,
17 4:00 PM	Discussion – Assessor’s Vehicles – Larry Gilman
18 4:30 PM	Approve Commissioner Proceedings January 9 & 10, 2023
19 4:35 PM	Approve Consent Agenda

20
21 The Okanogan County Board of Commissioners met for a regular meeting at 123 5th Avenue
22 North, Okanogan, Washington on January 17, 2023 with; Vice-Chairman, Commissioner Andy
23 Hover; Member, Commissioner Jon Neal; and the Clerk of the Board, Laleña Johns, present.

24
25 Chairman, Commissioner Chris Branch was absent today.

26
27 AV Capture and Zoom provided audio and video accessibility for public interaction.

28
29 **Review Meeting Minutes January 9 & 10, 2023**

30 Commissioner Hover and Commissioner Neal discussed comments being received about speed
31 limit changes on Patterson Lake. Commissioner Hover discussed reasons for the consideration
32 and reasons for leaving the rules as they are.

33
34 **Public Comment Period**

35 Ruth Hall had no comment.

36
37 Isabelle Spohn stated an error in the legal notice for Tunk and the corrected version was not
38 republished or reposted. There is a reworded notice on the planning website and wrong date of
39 the correction. She said this is an important issue and the county and the public has spent much
40 time on it. If there is not a correct legal notice then it can be legally contested and the county liable
41 for printing the correct notice. There was time to correct the notice but it wasn't. Ms. Spohn said
42 it is important for that the public trusts the county.

43
44 **Motion**

45 Commissioner Hover moved to adjourn as the BOCC and reconvene as the Methow Valley EMS
46 District. Motion was seconded, all were in favor, motion carried.

47
48 **Public Hearing – 2023 Budget:**

49 Commissioner Hover opened up the hearing asked for public comment. None was given by Ruth
50 Hall. Commissioner Hover explained the district had around \$190,138 that carried over from 2022
51 he asked to look over the beginning fund balance.

52 .

54 **Motion Methow Valley EMS District 2023 Budget**
55 Commissioner Hover moved to continue the public hearing until 10:00 a.m. Motion was seconded
56 all were in favor, motion carried.

57
58 Commissioner Hover moved to adjourn as the Methow Valley EMS District and readjourn as the
59 Tonasket EMS District. Motion was seconded, all were in favor, motion carried.

60
61 **Motion Resolution 1-2023 Tonasket EMS Budget**
62 Commissioner Neal moved to approve resolution 1-2023 the Tonasket EMS District 2023 budget.
63 Motion was seconded, all were in favor, motion carried.

64
65 Commissioner Hover moved to adjourn as the Tonasket EMS District and convened as the
66 Oroville EMS District. Motion was seconded, all were in favor, motion carried.

67
68 **Motion Resolution 1-2023 Oroville EMS Budget**
69 Commissioner Neal moved to approve resolution 1-2023 the Oroville Rural EMS District 2023
70 budget. Motion was seconded, all were in favor, motion carried.

71
72 **Lake Management District**
73 Commissioner Hover opened up the hearing to staff, seeing none he closed to staff and opened
74 up to the public. Ms. Hall commented that the district was in Oroville.

75
76 **Motion Resolution 1-2023 Lake Management District Budget**
77 Commissioner Neal moved to approve resolution 1-2023 the Lake Management District's 2023
78 budget. Motion was seconded, all were in favor, motion carried.

79
80 Commissioner Hover moved to adjourn as the Lake Management District and reconvened as the
81 Methow Valley EMS District. Motion was seconded, all were in favor, motion carried.

82
83 Commissioner Hover explained the plan to do a budget supplemental appropriation if the the EMS
84 district budgets if the beginning fund balance was incorrect some time in February after January
85 numbers have been determined.

86
87 **Motion Resolution 1-2023 Methow Valley EMS District'**
88 Commissioner Neal moved to approve resolution 1-2023 the Methow Valley EMS District 2023
89 budget. Motion was seconded, all were in favor, motion was seconded, all were in favor, motion
90 carried.

91
92 Commissioner Hover moved to adjourn as the Methow EMS District and convene as the BOCC.
93 Motion was seconded, all were in favor, motion carried.

94
95 **Finance Committee Meeting – Treasurer Pam Johnson**
96 Treasurer Johnson provided the Finance Committee meeting agenda and discussed the
97 information. Treasurer Johnson is the chairman of the committee. The committee holds meeting
98 during commissioners meeting and their clerk takes the minutes. Commissioners indicated they
99 liked the way Okanogan County holds their Finance Committee meeting. Some county
100 administrators are involved in facilitating the meeting.

101
102 Auditor Hall explained historically the committee discusses budgets and participates at a team
103 level to hear what the county is trying to do. She explained the different revenue sources and
104 when those come in and how the county projects the numbers beforehand.

105
106 The group looked over the cash on hand balances. Treasurer Johnson said high interest rates
107 are not good for our bond. Government interest rates on investments went up 3.75%. Half the
108 bond fund will likely be paid out this year, said Commissioner Hover. Treasurer Johnson said she
109 will contact the bond council to let them know we are above the 2.9% we were supposed to stay
110 at.

111
112 Commissioner Hover discussed safety issues on the Fairgrounds and in the Courthouse. Ms.
113 Keitzman is working on the safety issues at courthouse, he said. The group looked over the cash
114 on hand. Treasurer Johnson said tax statements will go out in February.

115
116 Commissioner Hover would like to put funds in the county's Current Expense Reserve. Auditor
117 Hall said or place in Contingency reserve after setting up the budget transfer in and transfer out
118 in budgets in order to have it to use it without a timing issue.

119
120 Treasurer Johnson provided the county's Investment Policy as she wanted to add notes and
121 promissory notes as investments. She explained the different between registered warrants versus
122 notes and promissory notes. In layman's terms we loan money on a per issue basis until they
123 have money to pay, and we charge 3.25% interest. For a note we issue a check in an amount for
124 everything they need, then they pay down that amount.

125
126 The group discussed the finance meeting continuing to happen on a monthly basis. Some of the
127 Auditor's reports have to be done by hand until our new accounting program is online. The group
128 discussed which forms the BOCC wanted to see.

129
130 Auditor Hall explained a needed budget adjustment within the planning department as there was
131 a miscommunication when the existing planner became a Planner III. She will move existing
132 budget from one salary BARS line ending in 11.08 to another salary BARS line ending in 11.07.

133
134 If the county is going towards a central BARS code for staff, then how will the county know how
135 many positions it has. It will require more communication of HR to commissioners. Our pay scale
136 is open to the public and right now we have more details that may not be open public records.
137 Further discussion is needed.

138
139 **Update – Public Works – Josh Thomson**
140 Engineer Thomson provided his agenda and discussed the issues listed there.

141
142 Roads are pretty wet, may need to place weight restrictions on certain roads.
143
144 The Peter Dan road opened on Tuesday, and Friday it slid again. Will need to wait until things dry
145 up, maybe spring. Engineer Thomson explained FEMA Funds versus ER funds.

146
147 Commissioner Neal previously provided the Engineer an email he received regarding O'Neal
148 Road in his district. Engineer Thomson explained funding for the roads and chip seal roads.

149
150 Engineer Thomson asked who was responsible for paying the Public Works county Chip Seal
151 invoices expenses from county Bond funds. For the Judicial Building, the commissioners' office
152 will likely process the invoices.

153

154 Engineer Thomson explained the Public Works items listed on the Consent Agenda.
155 Commissioners were alright with the explanation. Commissioner Hover asked if local dealerships
156 are being solicited for vehicles. The state and the locals have submitted bids in the past.

157 **Commissioners to set Wednesday's Agenda**

158 Commissioners stated no meetings on Wednesday.

159
160 Commissioner Hover discussed a request from Mazama Planning Group, facilitated by the
161 Mazama Advisory Board, stating Okanogan County is willing to administer a grant application
162 (Community Foundation) for the Mazama Planning Group, facilitated by the Mazama Advisory
163 Board. The grant will be used in the Shaping Mazama Orientation Park to help separate
164 pedestrians from vehicle traffic. Okanogan County will be addressing road widening and a
165 separate pedestrian walkway in the immediate area of Mazama businesses. If awarded, the
166 \$3,000 grant would be passed through the county to the group.

167
168 Commissioner Hover said the Clerk of the Board already manages the pass-through grants
169 OCCAC enjoys, but the county needs to consider the appropriate staffing as he did not believe it
170 was appropriate for the Clerk of the Board to manage. Commissioner Neal explained a good grant
171 writer pays for themselves.

172
173 Commissioner Hover explained the floor covering for the Fairgrounds Annex was more than what
174 was budgeted. He explained the steps needed to provide the budget. Commissioner Neal was
175 alright with that.

176
177 **Update – Building – Dan Higbee**
178 Building Official, Dan Higbee, provided the Building Department's annual report for 2022.
179 (attached) The commissioners reviewed the information the report contained. Revenue was down
180 in 2022 from 2021 even though there were more permits being processed in 2022. The projects
181 may have been bigger projects in 2021. The fund is solvent.

182
183 Will be hiring for the trainee soon as he has staff retiring within 18 months and would like a trainee
184 a year in advance before Larry Surface retires. When Larry Surface retires he will be the building
185 official for Twisp and ???. Mr. Higbee explained several contracts with Cities for building inspection
186 services that are in place.

187
188 Paid the maintenance fee annual fee last year and the year before and we don't have the program.
189 Got ahold of them asked why we are paying a subscription when we don't have the program. We
190 would rather they hold the funds and use it on their end like a prepaid subscription. We weren't
191 supposed to pay for a subscription because we didn't actually have the software. Commissioner
192 Hover asked that the funds be sent back to the county because they were charging us for
193 something we don't actually have.

194
195 **Motion Resolution 13-2023 Sole Source HID/Crossmatch**
196 Commissioner Neal moved to approve resolution 13-2023 a resolution approving the Sheriff
197 purchase of goods from HID/Crossmatch as Sole Source for LiveScan finger and palm print
198 scanner purchase. Motion was seconded, all were in favor, motion carried.

199
200 **Motion Acknowledgment of Receipt**
201 Commissioner Neal moved to acknowledge the receipt of the Treasurer's Report List of Refunds
202 Made to Taxpayers during 2022. Motion was seconded, all were in favor, motion carried.

203
204 **Motion Solid Waste Advisory Committee Appointment Letters**

205 Commissioner Neal moved to authorize the following appointments to the Solid Waste Advisory
206 Committee:
207 Steve Kirkhus, Position 2, District 2
208 Steve Stacy At-Large
209 Mike Olmstead, Position 4, District 3
210 Motion was seconded, all were in favor, motion carried.

211
212 **Motion Solid Waste Advisory Committee Member Removal-Acknowledgment**
213 Commissioner Neal moved to acknowledge the automatic removal of Solid Waste Advisory
214 Committee member Brent Nourse from SWAC Position 5 due to having 3 unexcused absences of
215 regular meetings in a row. Motion was seconded, all were in favor, motion carried.

216
217 **Motion - Voucher Approval - Commissioners**
218 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those
219 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a
220 list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to
221 approve the regular vouchers in the amount of \$672,171.47 and Payroll vouchers in the amount
222 of \$1,095,872.11. Warrant numbers as cited on the attached blanket voucher list. Motion seconded
223 and carried.

224
225 **Motion Public Health Voucher**
226 Commissioner Neal moved to approve the Public Health Vouchers including regular vouchers in
227 the amount of \$2,294.14 and payroll vouchers in the amount of \$59,329.83. Warrant numbers as
228 cited on the attached blanket voucher list. Motion was seconded, all were in favor, motion carried.

229
230 **Update – Noxious Weed – Larry Hudson**
231 Back in October Mr. Hudson discussed the Thurlow’s lien. Commissioner Hover said he would
232 discuss a good date to meet with the Thurlow’s.

233
234 Weed recertification classes will be held soon.
235
236 In October work on reservation was discussed, reworking a contract for that work. Under the new
237 contract, Okanogan Noxious Weed office will perform the pre and post inspection of the weeds
238 but the spray applicator contractors will be handled by the tribe. The Noxious Weed office will
239 communicate with the tribe if there are issues.

240
241 Mr. Hudson explained some townhall type meetings that will begin this year. Public notices will
242 go out.

243
244 **Discussion – County Opioid Abatement – OBHC**
245 David McClay, Dennis Rabidou, Sheriff Paul Budrow, and Esther Milner

246
247 Commissioner Hover explained the reason for the meeting was to discuss the recent draft Opioid
248 Abatement agreement for oversight in our region. The county was asked to sign the regional
249 agreement that includes Chelan, Douglas, Grant and Okanogan Counties. Ms. Milner explained
250 the requirements of the settlement agreement, but she would like to know more about who the
251 managing entity is and asked if Okanogan County has representation at the table. Mr. Rabidou
252 said the regional agreement addresses the management, allocation and distribution of the funds.
253 Mr. McClay said he unsure if Okanogan County has representation.

254

255 Ms. Milner said she already received an amendment to the agreement, but we really need to
256 discuss where the funds best serve Okanogan County. Mr. McClay stated they have money
257 coming in already for opioid users and families. Commissioner Hover asked what OBHC would
258 spend the opioid abatement funds on.

259
260 Commissioner Hover asked Sheriff Budrow what the funds can be used for in the jail. He wasn't
261 sure. Sheriff Budrow asked if there were lists of what the funds can and cannot be used for. Yes,
262 there is attached to the agreement.

263
264 The group discussed the homework they would do to verify with the NC advisory committee then
265 schedule a future virtual meeting with the regional counties.

266
267 **Discussion – Assessor's Vehicles – Larry Gilman**

268
269 Assessor Gilman solicited bids for purchase of a departmental pick-up truck. The following bids
270 were received by the Assessor January 5, 2023.

271
272 Sunrise Auto-2023 Chevy 1500 Silverado 4cyl

273 ½ Ton Crew Cab 4x4 \$43,598.48
274 ½ Ton Extended Cab 4x4 \$41,098.38
275 Diff Ext Cab vs Crew Cab \$2,500.10

276
277 Jess Ford-2023 Ford 5-150 XL
278 ½ Ton Crew Cab 4x4 \$50,412

279 ½ Ton Extended Cab 4x4 \$47,787
280 Diff Ext Cab vs Crew Cab \$2,625

281
282 Jess Ford-2023 Dodge Tradesman
283 ½ Ton Crew Cab 4x4 \$50,705

284 ½ Ton Extended Cab 4x4 \$47,716
285 Diff Ext Cab vs Crew Cab \$2,989

286
287 Assessor Gilman explained a budget supplemental for his ER&R line for 2023. He explained the
288 annual cost and why there isn't enough budget for 2023.

289
290 The Assessor explained the price for vehicles has gone up. He has two new vehicles, and two
291 older ones. The Dodge Journey is going to be transferred to fairgrounds because it doesn't meet
292 his needs. It would take about three months to arrive at the local dealership.

293
294 Motion
295 Commissioner Neal moved to authorize Assessor Gilman to purchase

296
297 **Approve Commissioner Proceedings January 9 & 10, 2023**

298 Commissioner Neal moved to approve the commissioners' proceedings of January 9 and January
299 10, 2023 as corrected. Motion was seconded, all were in favor, motion carried

300
301 **Approve Consent Agenda**

302 Commissioner Neal moved to approve the consent agenda items, 1-9. Motion was seconded, all
303 were in favor, motion carried.

- 304
305 **1. Appointment Letters – Mike Olmstead & Steve Kirkus – Snowmobile Advisory Board**

- 306 2. Re-Appointment Letter – Mike Fort – Water Conservancy Board
- 307 3. Cattleguard Renewals – Jim Soriano: CGF# 13-98 & CGF# 1-98
- 308 4. Contract – Public Service Window Replacement – DR Glass Works, LLC
- 309 5. Contract – Public Works Pickup – National Auto Fleet Group
- 310 6. Contract – Shop Buildings Re-build – Halme Builders, Inc
- 311 7. Contract – LTAC 23-028 Marketing & Promotion – Merc Playhouse
- 312 8. Resolution 11-2023 – Plans, Provisions, & Specs – Twisp River Road-Spokane Grade Overlay-PW
- 313 9. Resolution 12-2023 – Ad Valorem Taxes for 2023

314

315

316 **Motion Letter Mazama Planning Group**

317 Commissioner Hover moved to approve the letter to the Community Foundation stating the county
318 would allow the entity grant to pass through the county. Motion was seconded, all were in favor,
319 motion carried.

320

321 The board adjourned at 2:05 p.m.

322