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**RECORD OF THE PROCEEDINGS**

**OKANOGAN COUNTY  
JANUARY 22, 2024**

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**9:00 AM** Review Commissioners Agenda and Consent Agenda  
**9:15 AM** Public Comment Period  
**9:30 AM** Commissioners Staff Meeting  
**10:00 AM** Executive Session RCW 42.30.110(1)(i)-Potential Litigation  
**10:30 AM** Public Hearing-Budget Supplemental Appropriation-Auditor Elections Resv199  
**10:35 AM** Discussion-Courthouse Security Recap-Larry Gilman, Shelley Keitzman, Milner  
**11:00 AM** Public Hearing-Lake Management District 2024 Rolls Correction-Pete Palmer  
**11:30 AM** Discussion-Radio Tech & Used Vehicle-Chief Communications Mike Worden  
**1:30 PM** Discussion-Code Compliance Chapter Presentation-Milner, Higbee, Palmer, Thomson  
**2:30 PM** Update-Public Works-Engineer Josh Thomson  
**3:30 PM** Discussion-LTAC Contract Language-Commissioners  
**4:00 PM** Update-Human Resources/Risk Management-Shelley Keitzman

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The Okanogan County Board of Commissioners met for a regular meeting at 123 5<sup>th</sup> Avenue North, Okanogan, Washington on January, 22<sup>nd</sup>, 2024 with Chairman, Commissioner Jon Neal; Vice-Chairman, Commissioner Andy Hover; Member, Commissioner Chris Branch; and the Deputy Clerk of the Board, Cameron Burnette, present.

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

**Review Commissioners Agenda and Consent Agenda**

Commissioners reviewed their agenda and consent agenda for Monday the 22<sup>nd</sup> and Tuesday the 23<sup>rd</sup>.

**Public Comment Period**

Emily Sisson, present via zoom

Commissioner Neal opened up the floor for public comment period, Ms. Sisson being the only member of the public present, was asked for comment, but could not be heard due to technical difficulties, but wrote on Zoom chat that she did not have a comment.

**Commissioners Staff Meeting**

Planning Director Pete Palmer

Director Palmer opened, submitting a copy of the VSP Interlocal agreement with the Okanogan Conservation District and Okanogan County. The Re-Creation of Lake Management District #1, of Lake Osoyoos was then discussed, as well as the WIRA 49 Group. Ms. Palmer then submitted the "Easter Washington Airspace Extension, Draft Environmental Assessment" which was presented by the Department of the Navy, lowering some "Floor" flight levels to 300ft. Commissioner Branch recommended doing a joint discussion for comment regarding this because other agencies have had issues with this. Ms. Palmer then stated she would like 10 minutes for Executive Session to discuss performance of a public employee.

**Motion-Executive Session RCW 42.30.110(1)(g)-Performance of a Public Employee**

Commissioner Hover moved to go into executive session under RCW 42.30.110(1)(g) for performance of a public employee from 9:37 am-9:47 am, inviting Planning Director Pete Palmer. Commissioner

54 Branch seconded, motion carried. Commissioner Hover added 5 minutes to the Executive Session,  
55 from 9:47 am-9:52 am.

56

57 **Executive Session RCW 42.30.110(1)(ii)-Potential Litigation Risks**

58 Prosecutor Albert Lin, Deputy Prosecutor Esther Milner, Risk Manager Shelley Keitzman

59

60 Commissioner Hover moved to go into executive session under RCW 42.30.110(1)(ii) for potential  
61 litigation risks, inviting Albert Lin, Esther Milner, and Shelley Keitzman, from 10:00 am -10:30 am.  
62 Commissioner Branch seconded, motion carried to go into executive session from 10:00am –  
63 10:30am.

64

65 **Public Hearing-Budget Supplemental Appropriation-Auditor Elections Reserve 199**

66 Emily Sisson, Member of the Public

67

68 Commissioner Neal opened up the floor to the public for the public hearing regarding a budget  
69 supplemental in the amount of \$25,000 for Auditors Elections Reserve 199. Ms. Sisson did not have  
70 a comment. It was then opened to staff, no comment, and then opened to discussion amongst the  
71 Commissioners, they had no discussion regarding it. Commissioner Branch moved to approve  
72 Resolution 10-2024, Elections Reserve Budget Supplemental in the amount of \$25,000,  
73 Commissioner Hover seconded, motion carried unanimously.

74

75 **Discussion-Courthouse Security Recap**

76 Shelley Keitzman, Esther Milner, Larry Gilman

77

78 Risk Manager Shelley Keitzman opened, she presented a draft proposal for County security code to  
79 the Commissioners, (a copy was not provided to the Deputy Clerk for the record) and she stated if  
80 there were no objections they would like to move forward with a public hearing. Commissioner Hover  
81 recommended they change the wording to “Monitoring the status of the plan”; or “Monitor the  
82 effectiveness of the recommendations within the plan”, something along those lines. Commissioner  
83 Hover made a note regarding the “Snow Storm/Blizzard” section, and clarification regarding the  
84 pay/leave protocol for being sent home early in the event of a Snow Storm or Blizzard, the board  
85 concluded that the wording regarding being sent home early be removed entirely. Other items they  
86 talked about included connecting the PA system to the Fire/Smoke alarms to better inform other  
87 departments that may not be in the immediate area. Karen Beatty/Central Services be included in this  
88 discussion, ADT as well as Emergency Management to determine the best method of communication  
89 for the PA system. Ms. Keitzman stated they are looking into getting wands for the Security personnel  
90 to be able to wand personal bags going into the court rooms to clear for weapons. She will be in  
91 discussion with Pacific Security to make sure they are okay with that. Mr. Gilman also stated they are  
92 looking into getting lockers to secure weapons off of people before they enter portions of the  
93 courthouse that are weapons free zones. Ms. Keitzman is also looking into mail security to be able to  
94 detect hazardous materials in mail, and for it to work well it would require all the mail for the county to  
95 go to a centralized location, scanned, and then distributed to the corresponding departments.

96

97 **Public Hearing-Lake Management District 2024 Rolls Correction**

98 Planning Director Pete Palmer

99

100 Commissioner Neal opened up the public hearing for public comment, Ms. Sisson being the only  
101 member of the public, had no comment. Commissioner Neal then opened up for the floor for staff  
102 comment, Ms. Palmer noted that on the last rolls that were submitted in 2023, were found to have  
103 some discrepancies regarding two separate parcels being combined into one. There was one Public  
104 Comment via email, from Diana Hartvig who lives on Lake Osoyoos, asking to be exempt from the  
105 Lake Management District, and has requested that the “poisoning” be stopped near here property and

106 claimed that it has killed her two Willow trees, and that she has a low lying and is concerned about the  
107 spray contaminating it. The email was forwarded to Ms. Palmer.

108

109 **Motion-Resolution 9-2024**

110 Commissioner Branch moved to approve Resolution 9-2024 Amending the Lake Management District  
111 Rolls for 2024. Motion seconded, all in favor, motion carried to approve the Rolls Corrections for Lake  
112 Management District #1.

113

114 **Discussion-Radio Tech & Used Vehicle**

115 Chief Communications Mike Worden

116

117 Mr. Worden stated they has an opportunity, with a knowledgeable and experienced radio technician  
118 that he would like to hire on as a second radio technician. The costs would look like \$165,000 for all  
119 equipment and salaries regarding this position, and would be at Step 1 of the similar radio tech staffed  
120 by the county right now. Mr. Worden believes they have the capacity, and they would not be part of  
121 the dispatch piece, and he would eat the costs for 2024, but Fund 160 would pay 100% of that position.  
122 In the past he has been about 10% below budget in expenses, and only charges based on real  
123 expenses. The additional costs would be included in the 2025 budget, minus the start up costs that  
124 will be accrued in 2024. Commissioner Hover asked if we are seeing improvements in  
125 Communications? They are on the road to it, they have only been able to install one transmitter. They  
126 will work Lifeline into the new communications, and is coordinating with DOT, and the Metro/Westside  
127 agencies so if agencies from outside our jurisdictions would be able to use their radios over here if  
128 they came to assist in an incident. Commissioners unanimously agreed that Mr. Worden move forward  
129 with his plan and bring something forth to the Commissioners at a later date with updates.  
130 Commissioner Hover requested clarification, so the future supplemental would include; Wages, FICA,  
131 Medicare, Benefits, increase in supplies, and automobile/capital purchase lines? Yes.

132

133 Mr. Worden moved onto the Command Trailer discussion, he is very impressed with the quality, the  
134 only downside is that the tongue weight is heavy, so he is working on obtaining a pickup from the PUD  
135 to be able to effectively and safely tow the trailer. Roughly the cost of the pickup from PUD is looking  
136 like \$25,000, and it is completely setup to be used for the Counties needs.

137

138 He met with the architect, and they are going to demo the old wood building and just leave the concrete  
139 slab, and asked the BOCC if they would like to salvage, sell, or throw away the wood from that building,  
140 there is good wood in it as it's a 100-year-old building. Commissioner Hover stated it would probably  
141 end up costing more to salvage the wood rather than dismantling, the BOCC would like to see the  
142 wood recycled but if it is going to be more expensive to salvage it then there would have to be  
143 consideration for that.

144

145 **Commissioners adjourned for lunch at 11:38 am until 1:30 pm.**

146

147 **Discussion-Code Compliance Chapter Presentation**

148 Deputy Prosecutor Esther Milner, Building Director Dan Higbee, Planning Director Pete Palmer,  
149 County Engineer Josh Thomson

150

151 Ms. Milner started with consideration of the current mobile home ordinance which is outdated and  
152 referencing attachment A of the mobile home code. Mr. Higbee then followed, most Counties in the  
153 state require Pole Barn style roofs be built over top of older Mobile Homes because of the snow load  
154 standard, but Mr. Higbee feels it is not necessary at all to do because it would most negatively affect  
155 the lower income community and he feels that is not the right thing to do. Ms. Palmer made a comment  
156 that the tribe raised the snow load requirement on the reservation to 40lbs across the board, which is  
157 what the International Building Codes calls for. Commissioner Branch made a note that "Park Model"  
158 Mobile homes are considered "recreational vehicles" by labor and industries and are not held to the

159 same standard as a normal mobile home. Our current code requires that installation for RVs follow the  
160 same standards for mobile homes. To install a mobile home L&I now requires that person to get an  
161 “installers license” to be able to do it themselves, which is backed by state legislature, but why would  
162 the county hold that standard if L&I does use the same definition, or want to acknowledge what is  
163 going on at the County level. He noted that the knowledge level for installing an RV or Park Model is  
164 not that associated with the Mobile Home level of installation. Mr. Higbee stated that Tiny Homes are  
165 held to the same Building Code standards, even if they are built in a factory or built by someone  
166 personally. Commissioner Hover stated he does not feel we should be changing the code to require  
167 people to put covers over their Mobile Homes, as it’s a regressive change to the code. The BOCC  
168 unanimously agreed that it is not appropriate.

169  
170 Commissioner Hover stated that the code should address Pre-1976 Mobile Homes and not allowing  
171 them being brought in, as they are a huge safety liability, and ones that already exist within the County  
172 must be brought up to code only if they are moved. Ms. Milner stated they want to move to a more  
173 voluntary compliance as the first route, and then leave the misdemeanor as the last resort.  
174 Commissioners agreed they would like to have more time to look over the code and have another  
175 discussion about it at a later meeting before making any decisions. The biggest aspect is to figure out  
176 how to handle the hearing side of the code enforcement, either a District Court route or a Hearings  
177 Examiner. These changes would not affect the current method of code enforcement, it will still be a  
178 complaint driven enforcement, it would just put more teeth behind the enforcement, and the only  
179 reason it would escalate to the Stop Work Order, it would be on the fault of the property owner for not  
180 complying with the voluntary agreement they would sign with the code enforcement.

181  
182 **Update-Public Works**

183 County Engineer Josh Thomson

184  
185 Mr. Thomson handed out agendas for everyone. Maintenance and road conditions was the first item,  
186 nothing out of the ordinary for the current weather. There is a house bill “Reducing emissions from  
187 small off-road engines”, would require anything under 25 HP to be moved to battery powered, they  
188 are requesting exemptions for water pumps, and generators, and a better definition of how the  
189 Department of Ecology can change the rule. The state is talking about doing a grant program for state  
190 agencies, and it would only apply to replacing something that was not at its end of life or worn out. If  
191 they are going to do a credit on the tax, it would need to be at the state level tax as to not affect local  
192 governments. Mr. Thomson then talked about other bills and legislation that they are watching that  
193 may affect them.

194  
195 **Discussion-LTAC Contract Language**

196 Clerk of the Board Lalena Johns, Deputy Clerk of the Board Cameron Burnette

197  
198 The board discussed simplifying the score sheets for LTAC, and the DMO meeting with the VIC’s, and  
199 the board agreed they should be meeting quarterly with the VIC’s. They also discussed applications  
200 being amended into one application that would cover all the types of LTAC applicants. The Clerk of  
201 the Board will remind the BOCC to look at the OCTC website, about the KIOSKS being installed this  
202 year.

203  
204 **Homeless Housing Discussion**

205 Clerk of the Board Lalena Johns, Chief Civil Prosecutor Esther Milner

206  
207 Ms. Johns opened up the discussion talking about the Scope of Work in the draft contract and meeting  
208 the states requirements for the funds and grants. She was not sure if the updated plan with WEST-  
209 EAST DESIGN GROUP was sufficient to meet state requirements. There is a list from the Housing  
210 Coalition of issues they saw with the draft contract for the housing plan update and. Commissioner  
211 Branch recommended there be a draft version of the contract submitted back to WED to include

212 introductory language to the scope of work describing to what end the scope of work elements are  
213 leading to achieve that would meet the criteria for the statues for the state and the items the Housing  
214 Coalition had issues with. Ms. Johns was more than anything looking for direction on how much time  
215 the BOCC wants her to spend on these contracts and the grants that are available through Department  
216 of Commerce, she can manage the contracts as they are but there is a lot more to it. We need the  
217 plan in order to meet the requirements in the RCW in order for the County to be eligible for the grants  
218 that are available. It was noted the County has not adopted any local performance measures,  
219 Commissioner Branch felt that expressing our intent for the contract content to the consultant was  
220 enough and that Scope of Work development should be done by the consultant and Lanie should not  
221 have to be making the contract revisions. Commissioner Hover feels we should go back to the scope  
222 of work, and reference A-I of the RCW. Commissioner Hover wanted the BOCC to have a copy of the  
223 original RFP and they would like to meet back next week to discuss this after having time to review.  
224 Rena Schawver has requested time to meet with the BOCC and it would be a good time to meet with  
225 the consultants to address these issues. Ms. Johns recommended that there be a resolution  
226 designating a homeless housing task force within the county. Within their scope of work, to include  
227 language that states they will meet the criteria for all homeless housing and assistance in RCW 43.185  
228 (c). Write as an introduction that here is the objective, to create a 5-year plan within the structure of  
229 the WA State Statue, meeting all criteria as required by the State. The coalition stated issues with  
230 going to Texas for arbitration, and change it to be within Okanogan County, and to extend the 5-day  
231 notice for terminating contract, as that is not enough time.

232

### 233 **Update-Human Resources/Risk Management**

234 Risk Manager Shelley Keitzman

235

236 Mr. Rabidou met with Ms. Keitzman about ID cards, and the judges are signing the cards for Superior  
237 Court, and is asking that they be allowed to have the judge's signatures on their cards, and that is  
238 because they have different powers as normal county employees. The Commissioners agreed that  
239 the Superior Court Judges, employees, and Juvenile should have different ID cards from the County  
240 ID's, because if they have different powers they need to have different cards.

241

### 242 **Motion-Closed Session Union Negotiations RCW 42.30.140(4)(b)**

243 Commissioner Hover moved to go into Closed Session for 10 minutes for Union Negotiations, inviting  
244 Ms. Keitzman, motion was seconded, all in favor. Motion carried unanimously to go into Closed  
245 Session from 4:35 p.m. to 4:45 p.m. Session ended early at 4:37 p.m.

246

247 Commissioner Hover moved to adjourn, Commissioner Neal seconded, motion carried.

248

249 The board adjourned at 4:38 p.m.