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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

JANUARY 24, 2022

8 **9:00 AM** Review Commissioners Agenda and Consent Agenda Items
9 **9:15 AM** Briefing Among Commissioners
10 **9:30 AM** Legislative Update-Potts & Associates-Zak Kennedy
11 **10:00 AM** Executive Session RCW 42.30.110 (1)(i)
12 **11:00 AM** Public Hearing County Capital Improvement Plan Resolution 11-2022
13 **11:30 AM** Public Hearing Budget Supplemental Various Funds
14 **1:30 PM** Discussion-Munis Accounting Software-County Auditor Cari Hall
15 **2:00 PM** Update -Fairgrounds-Naomie Peasley
16 **2:30 PM** Discussion Bond Resolution & Agent Questions-Treasurer McCormack
17 **3:30 PM** Update Planning & Development-Pete Palmer
18 **4:30 PM** Review Meeting Minutes

20 The Okanogan County Board of Commissioners met in Regular session at 123 5th Avenue North,
21 Okanogan, Washington on January 24, 2022 with Chairman, Commissioner Chris Branch; Vice-
22 Chairman, Commissioner Andy Hover Member, Commissioner Jim DeTro and the Clerk of the
23 Board, Laleña Johns, present.

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

28 **Review Commissioners Agenda and Consent Agenda Items**

29 Commissioners reviewed their agenda and consent agenda. No changes were made.

31 **Motion Executive Session RCW 42.30.110 (1)(i)**

32 Commissioners DeTro moved to go into executive session at 9:08 a.m. for 20 minutes inviting
33 Chief Civil Deputy David Gecas to discuss litigation or potential litigation to which the county may
34 be a party or become a party and when public knowledge of the discussion is likely to result in an
35 adverse legal or financial consequence to the agency. Motion was seconded, all were in favor,
36 motion carried.

38 Executive session ended at 9:28 a.m. no decisions were made.

40 **Briefing Among Commissioners**

41 Commissioners discussed ARPA funds and rules regarding the use of the funds for match money
42 and reporting.

44 **Legislative Update-Potts & Associates-Zak Kennedy**

45 Zak Kennedy provided his legislative update. (attached with highlights) There are some weird
46 things on the list such as single sponsor bills because it is an election year. These are usually
47 dead-end bills, but could make things interesting. This Friday, January 28 at 10:00 will be an
48 interesting session.

53 David Gecas discussed a settlement that will need to be paid out. He was to told the invoice
54 should be processed from BARS 015.0000.518.61.49.00 for settlements and judgements. W-9s
55 will be provided. Mr. Gecas would like a motion directing the payment from the BARS code.

56

57 **Motion Settlement Agreement Harvest Central Mortgage Company**

58 Commissioner Branch moved to authorize the Treasurer's office to generate a check in the
59 amount of \$5,336.21 from the BARS code 001.015.000.518.61.49.00 in response of the court
60 order. Motion was seconded, all were in favor, motion carried.

61

62 **Executive Session RCW 42.30.110 (1)(i)**

63 No executive session.

64

65 **Public Hearing County Capital Improvement Plan Resolution 11-2022**

66 Commissioner Hover opened up the hearing to staff. He solicited and received updated
67 information for the draft. Last year it was updated and deemed at that time to **be** a Capital Facilities
68 Plan. However, the projects **are** to be funded through the Capital Improvement fund. He hopes
69 the plan could be scheduled to update every year instead of every six years. Projects were
70 solicited from county departments and one from Sheriff and one from Fairgrounds were
71 incorporated and seemed appropriate.

72

73 Commissioner Hover called for public comment. Katie Haven attended the meeting on zoom and
74 asked what the two projects were that were added.

75

76 Commissioner Branch noted that a Capital Facilities Plan (CFP) adopted under RCW 36.70A, the
77 Growth Management Act) was different than a CFP or a Capital Improvement Plan (CIP) prepared
78 as an optional element of a Comprehensive Plan under 36.70 (Planning Enabling Act), which is
79 the statute under which we plan. As he did not recall that we had a Capital Facilities element in
80 our Comprehensive Plan he understood that the intent here was to have at least a CIP that met
81 the requirements of a different statute necessary to spend Real Estate Excise revenues on County
82 projects. He also thought that to borrow from the Public Works Trust Fund that a CFP was required
83 to the GMA standard. Commissioner Branch stated in the past the county did go in that direction.
84 Land use planning is considers the costs of growth whereby levels of service are established and
85 growth capital improvement projects are established relative to growth. We are not a growth
86 management county and the CFP it is not a required element. Our projects are not necessarily a
87 result of growth.

88

89 Commissioner Hover explained a comprehensive list of fairgrounds and Sheriff improvements
90 with some already on the list and some were added. Commissioner Branch stated that if a new
91 issue that came up, the plan could be updated anytime. The water system improvements at the
92 fairgrounds would need to be added for public safety reasons. Commissioner Hover suggested
93 an amendment once the project details are known.

94

95 **Motion Resolution 11-2022 Six-Year Capital Improvement Plan**

96 Commissioner Branch moved to approve resolution 11-2022 to adopt the Six-Year Capital
97 Improvement Plan. Commissioner Branch discussed the optional element that was left over from
98 the last update and added RCW 82.46.010 for the authority to expend REET revenue. Motion
99 was seconded, all were in favor, motion carried.

100

101 **Public Hearing Budget Supplemental Various Funds**

102 Auditor Cari Hall, Finance Manager Lisa Schreckengost

103

104 Commissioner Hover opened up the public hearing calling for a staff report. Auditor Cari Hall
105 discussed the budgets to be supplemented. He closed to staff and opened up to public. No public
106 provided comment.

107

108 **Motion Resolution 10-2022 Budget Supplemental Appropriation**

109 Commissioner Branch moved to approve resolution 10-2022 a budget supplemental appropriation
110 within several funds totaling \$339,000. Motion was seconded, all were in favor, motion carried.

111

112 Commissioner Hover closed the hearing.

113

114 Commissioners recessed at 11:40 a.m. until 1:30 p.m.

115

116 **Discussion-Munis Accounting Software-County Auditor Cari Hall**

117 Auditor Hall, Lisa Schreckengost and Central Services Karen Beatty

118

119 Auditor Hall provided information from Tyler Technologies regarding the Munis accounting
120 software she has been researching. She provided multiple quotes from Munis with the various
121 options. Commissioner Hover asked if Munis meets the needs of the county. Auditor Hall said
122 Munis was a Tyler product the same as our current product, Eden. Our annual Hosting fee now
123 is \$59,000 and Munis annual cost would double if they host.

124

125 A request from Munis asking to discuss with them. They are moving away from hosting, but will
126 honor it even if they sunset.

127

128 Commissioner Hover suggested the county go with the hosted so we don't have to transfer the
129 data. It is better as we do not have the hardware. Auditor Hall discussed the pros and cons of
130 being hosted. Ms. Beatty said even if it is still a web-based application. With internet down issues,
131 if there is no internet you cannot get to it. Chief Communications Chief Worden is looking into
132 getting a Starlink (satellite) base internet service a backup. Others are using it for having multiple
133 ways to have internet. A cell phone can also be used to link if the internet is down here.

134

135 Auditor Hall discussed the diversity of the system in order to get the most of what we need. The
136 group discussed the purchasing module and how that would work. It also helps to track grants.
137 The scheduling add-on was requested by the Sheriff and there is a quote, but they have gone
138 with a different program. Commissioner Hover asked that a quote be generated with the module's
139 Ms. Hall believes are best for the needs of the county.

140

141 **Update -Fairgrounds-Naomie Peasley**

142 Naomie Peasley, Public Health Michael Harr, Philip Barnaby Fairgrounds Maintenance
143 Coordinator

144

145 Ms. Peasley explained the water issues at the fairgrounds and brought Mr. Harr to the meeting to
146 help explained why a cross contamination specialist is needed.

147

148 Mr. Harr stated the person is certified by PH and they look at plans to prevent cross contamination.
149 The cross-contamination specialist eliminates cross contamination systems and develops a plan
150 for prevention that has to be included for the purveyor of the system.

151

152 This is not included in the Capital Improvement plan that was just adopted. Ms. Peasley stated
153 she would rather spend the money for this rather than the new irrigation system. She would prefer

154 to accomplish the cross-contamination system putting the irrigation system on hold and focus on
155 this first. Commissioner Hover stated it was the best course of action.

156
157 The filtration system off the domestic water completely shattered and broke and so no building
158 except for the Agriplex has domestic water and will need to be repaired before the RV park is
159 opened. Mr. Harr stated the whole water system will need to be evaluated. Ms. Peasley has a
160 plan. There should also be policy on how to manage the systems, said Commissioner Branch.

161
162 Because the fairgrounds are booked more than ever before there is a need to address the water
163 systems to ensure safe water at the fairgrounds. Commissioners read RCW 39.26.120 & 125 and
164 asked if David Gecas be consulted on the rule in terms of whether or not an RFP is required for
165 procuring the service.

166
167 **Discussion Bond Resolution & Agent Questions-Treasurer McCormack**
168 Treasurer McCormack, Deputy Johnson, Public Works Engineer Thomson, Chief
169 Communications Mike Worden, Undersheriff Culp, Sheriff Hawley and Architect Michael Beaman,
170 Bond Council Jim Nelson, Lee Marchisio

171
172 Commissioner Hover explained that everyone was invited to discuss a bond and the amount
173 needed for the cost of the Justice Center remodel project. Mr. Nelson thought if the county locked
174 in a low rate it will take longer to pay off, and spread the payments out longer for less impact on
175 county budget. He explained what would be needed to see how the market is reacting.

176
177 Commissioners reviewed the Architect's timeline for the Justice Center project. Commissioner
178 Hover discussed the math and whether the county wants to encumber funds over a 30-year period
179 using Capital Improvement Fund 134 and why we must be careful how we obligate those funds
180 because they are Real Estate Excise tax on the sale of real property.

181
182 Treasurer McCormack said there is still the QECB bond payment coming from Fund 134 until
183 2034.

184
185 Mr. Marchisio encouraged the inclusion of a broad list of projects for the bond. The commissioners
186 will need to delegate authority to an accounting official like the County Treasurer. It is a not to
187 exceed amount that would be authorized in the resolution then only issue bonds that have 10-
188 million or less debt amount which has a lower interest rate. We do not need to do it all at once. In
189 about a month from now we could likely have a number locked down, said Mr. Nelson.

190
191 The bond rating presentation is roughly 4-5 weeks away. The amount to be funded should be
192 identified within that time, said Mr. Nelson. March 9 is the sale date deadline, said Mr. Marchisio.

193
194 **Update Planning & Development-Pete Palmer**
195 Planning Director Pete Palmer provided her agenda and discussed the items listed there.

196
197 1. *Cannabis Moratorium Ordinance 2021-9 Extension (draft ordinance attached for action)*
198 A public hearing will need to be scheduled. Planning will advertise the public hearing once
199 scheduled.

200
201 Commissioner Hover asked about the Planning Commission meetings so that those meetings
202 Could the meetings be sent to the Clerk of the Board so the meetings can be placed on the
203 Commissioners Agenda. Director Palmer said her office is down staff members so there is a mess
204 up getting the Planning Commission posted.

205
206 Commissioner Hover stated it is not the commissioners' intent to keep meetings from the public.
207 They have addressed many requests of the public by providing a better website, AV Capture and
208 many other things.

209
210 *2. Update on Cannabis meetings and permits*
211 Director Palmer stated she extended the deadline for meeting with marijuana operators as there
212 are 50 more sites to meet with. A lawsuit was served on the county and the Director today relative
213 to this process.

214
215 Also dealing with some verbiage on the plat maps, mylar etc.. that says something about the
216 building permit stage and at some point, they will be required to provide proof of legal potable
217 water.

218
219 *3. Exempt Segregation and Large Lot Segregations*
220 Director Palmer provided a ten year at a glance report of the Planning Dept. applications.
221 (attached) It included exempt segregations and large lot segregations which were discussed.

222
223 *a. Comparison*
224 A prioritized list of the work load in the planning office was provided. (attached) Director Palmer
225 discussed the items listed. Commissioner Hover said the Critical Areas Ordinance should be
226 contracted out. Director Palmer explained the Survey Monkey was published and sent out to
227 people.

228
229 The Cannabis project and Water Availability study are at the top of the list. Commissioner Branch
230 discussed the limitations people have about what the planning code actually says.

231
232 **Review Meeting Minutes**

233 Commissioners reviewed their agenda.

234
235 The Clerk of the Board asked who will send out and gather the 20-year master plan questionnaire
236 for Michael Beaman. She will let Mr. Beaman know that Commissioner Branch will be in contact
237 with him.

238
239 The board adjourned at 10:15 a.m.