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**RECORD OF THE PROCEEDINGS**

**OKANOGAN COUNTY**

**JANUARY 9, 2023**

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**9:00 AM Discussion-NACO Funds Request-Local Assistance & Tribal Consistency Act-  
Wes McCart**

**9:15 AM Public Comment Period**

**10:00 AM Discussion-WSU Extension MOA Appendix A-Kayla Wells-Yoakum**

**10:30 AM Update-County Auditor- Cari Hall**

**11:00 AM Update-Public Works-Engineer Josh Thomson**

**1:30 PM Board of Health Meeting-1234 S. 2<sup>nd</sup> Ave, Okanogan**

**3:30 PM Update-Tonasket Forest Ranger-Matt Marsh**

**4:30 PM Approve Meeting Minutes January 2<sup>nd</sup>, 2024.**

**4:35 PM Approve Consent Agenda**

**4:45 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 9, 2023 with Chairman, Commissioner Jon Neal; Vice-Chairman, Commissioner Andy Hover; Member, Commissioner Chris Branch; and the Clerk of the Board, Laleña Johns, present.

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

Commissioner Hover attended an MOUD meeting with the county jail until 10:03 a.m.

**Discussion-NACO Funds Request-Local Assistance & Tribal Consistency Act-Wes McCart**

Stevens County Commissioner Wes McCart attended the meeting via zoom. He presented the mission and objectives for the national center for public lands counties information and he discussed the policies listed there and why the contribution was important. (attached) Commissioner McCart was leaning towards the contribution, but there are a lot of unknowns. Commissioner Neal stated the contribution is not set in stone and believes the two factions need to be more clearly defined. Sometimes these decisions are reactionary before the real purpose is defined, said Commissioner Branch. Commissioners discussed the county's payment to Robert Weidner the county's Federal Lobbyist for Federal Forest.

**Public Comment Period**

Katie, member of the public via zoom, had no comment.

Commissioner Hover stated it would be best to contract out the fair function to a nonprofit. It is something the BOCC should look at. The FAC is a volunteer committee, but the interplay between fairgrounds manager and FAC has been not ideal, the responsibilities on the volunteers is great. BOCC should start looking into contracting it out to be able to lay it out for a specific amount. Commissioner Neal and Commissioner Branch agreed. It takes the politics out of the situation. Douglas County, Chelan County, and Skagit County contracts their fair function out.

**Discussion-WSU Extension MOA Appendix A-Kayla Wells-Yoakum**

Ms. Wells-Yoakum via zoom, Kellie Conn physically present

52 Ms. Wells-Yoakum provided Appendix A regarding the 4-H coordinator position funds contribution for  
53 commissioners' consideration in the amount of \$52,100 which WSU bills for expenses. There are three  
54 copies for each office to have an original signed copy.

55  
56 **Motion WSU Agreement APPENDIX A**  
57 Commissioner Branch moved to approve the appendix A of the WSU agreement for 2024 4-H  
58 Coordinator costs in the amount of \$52,100. Motion was seconded, all were in favor, motion carried.

59  
60 Commissioners considered the Justice Building site utilities request from Jim Cortner for Soiltac or  
61 Gorilla Snot product for the Justice Building parking lot materials. Mr. Cortner was contacted regarding  
62 the gravel mix for either the strip for utilities or the whole parking lot. Mr. Cortner stated cost balancing  
63 suggested the gravel mix for where the utilities need to be and what materials we need for infill of  
64 those areas. A lot of the current pavement will need to be torn out. The public works building area  
65 parking lot will need to be torn up to get the utilities through there. The north side of the public works  
66 area has some rough landscaping. Limited to a patch and repair. Even with cold patch we would still  
67 be overbudget. Dust control gravel bound would be a temporary fix but would save cash if carried over  
68 to the public works lot. Commissioners will discuss these ideas with the public works engineer.  
69 Commissioners will get back to Cortner after learning Engineer Thomson's thoughts on the ideas.  
70 Parking lot striping was also discussed.

71  
72 **Update-County Auditor- Cari Hall**  
73 Auditor Hall cancelled the meeting due to having no topics to discuss.

74  
75 **Update-Human Resources/Risk Management-Shelley Keitzman**  
76 Ms. Keitzman updated the board on several items she is working on. She sent provided the draft for  
77 the SPAR Office of Public Defense grant for public defense costs. It bills back to July 1 2023 through  
78 June 30 2024. No supplanting of existing public defense contract. She said we could recoup some  
79 funds with the grant. Does the BOCC want to accept the grant as written. The public defense office  
80 for the county has no issues with submitting the grant as is. Commissioners reviewed the grant  
81 application.

82  
83 **Motion Public Defense Grant Simple Possession Advocacy & Representation Program GRT24065**  
84 Commissioner Branch moved to approve the grant application agreement in the amount of \$23,073  
85 and authorized the chairman to sign. Motion was seconded, all were in favor, motion carried.

86  
87 Commissioner Hover explained the county authorized a nurse care manager in the jail that helped get  
88 the MOUD program together. Another position was added in February 2023 to help her in the jail. They  
89 are asking for up to four additional per diem positions to be authorized. Commissioner Hover would  
90 like to look at the resolution that created the nurse care manager because the grant manager Kathleen  
91 Manseau is no longer managing facilitating the grant. He would like to look at creating BARS codes  
92 where the per diem costs would be paid from. The grant was set up but not all the money was utilized  
93 so there is plenty of money to go towards this type of arrangement. Commissioners reviewed the  
94 resolutions and discussed the positions that distributed the medications in the jail to understand the  
95 situation. It would be like a roster of providers to fill the role that would be paid per diem.

96  
97 A resolution would be needed to allow up to four individuals and create a new BARS line for separation  
98 of the duties. Management of the agreements in the Sheriff's office to ensure compliance with grant  
99 was something the RN case manager Briana said she could help do since Ms. Manseau is no longer  
100 involved.

101  
102 **Motion HR Director Staff Direction**  
103 Commissioner Hover moved to direct HR to create the appropriate resolution and BARS codes needed  
104 for the nurse care manager and a separate BARS for the four other positions.

105  
106 **Motion RCW 42.30.140(4)(a) Closed Session Collective Bargaining Contract Negotiations**  
107 Commissioner Hover moved to go into closed session to discuss collective bargaining at 10:45 a.m.  
108 until 11:00 a.m. inviting Shelley Keitzman, HR Director. Motion was seconded, all were in favor, motion  
109 carried.

110  
111 **Update-Public Works-Engineer Josh Thomson**  
112 Engineer Thomson provided his agenda and discussed the items listed.

113  
114 *Maintenance and road conditions o Shops*

115 Engineer Thomson updated the board on road conditions.

116  
117 *Zone Code, impact on gravel pits*

118 The proposed zone code changes were discussed and how it affects our gravel pits and  
119 developable lands and our landfill. He explained how the changes would affect almost every  
120 commercial gravel pit in the county as well as our pits and our potential pits as well as our  
121 landfill. He isn't sure existing gravel pits would have to shut down but they would need to go  
122 through the process in order to modify. Commissioner Branch discussed private and public  
123 utility snafus that the board needs to deal with. It is unclear how these zone changes  
124 happened and were not caught before now, but they did. Engineer Thomson explained  
125 potential areas for new pit areas that the zone code changes would affect. He will provide  
126 comments on the changes since the proposal is out for comment.

127  
128 *County recreational trails - Amie Staggs*

129 Engineer Thomson said Amie Staggs, the new County Recreational Trails staff member had  
130 some trail issues to discuss. Ms. Staggs explained the work she has been doing and who she  
131 has talked to at Methow Trails and the Collaborative. She has visited the Whistler Canyon  
132 and Similkameen trails. She has been emailing Peggy Swanburg regarding the Whistler  
133 Canyon trail as Ms. Swanburg would like to replace some landscape with a horse corral to  
134 help keep the weeds down. Commissioner Hover suggested putting up several separate  
135 horse spaces like the horse camp has on Forest Service property with separate tie ups and  
136 individual horse spaces. The trees look landscaped. The Backcountry Horsemen have been  
137 very involved in the trailhead. Engineer Thomson thought a different clear spot on the property  
138 would be better than taking out the landscaping. She is also asking the county to pay for the  
139 porta potty now at \$177 per year. Commissioner Hover suggested putting in a CTX vaulted  
140 toilet there and apply for 2025 LTAC funds to pay for it and some landscaping.

141  
142 *Consent Agenda Union Agreements – Admin & Solid Waste*

143 Engineer Thomson explained the items below that are listed on the commissioners' consent  
144 agenda. None of the commissioners had questions.

145 *Cattleguard renewals*

146 *Platted road vacation – Lost River Airport Tracts*

147 *PW temporary employee wages*

148  
149 Commissioners discussed the products suggested by Cortner for the Justice Building and  
150 Public Works utility work. Commissioners forwarded the design and email string to Engineer  
151 Thomson for his future input.

152  
153

154 **Discussion MJ Neal Proposal for Sheriff's Equipment and Coroner Storage Building**  
155 Planning Director Pete Palmer, Chief Mike Worden

156  
157 Chief Worden explained the site assessment has been completed and the Okanogan City  
158 condition use permit authorized. The building permit is in progress. The architectural designs  
159 are the next step for final building permit issuance. The proposal from MJ Neal was presented  
160 and commissioners approval requested. The cost was \$254,546.

161  
162 Chief Worden said Director Palmer has been reviewing the input of the MJ Neal and provided  
163 them with feedback on the proposal for the facilities. Director Palmer explained her review  
164 and input to cover the county and the services to be provided with specific specifications  
165 being made clearer.

166  
167 **Motion MJ Neal & Associates Proposal**

168 Commissioner Hover moved to authorize the MJ Neal Proposal in the amount of \$254,546  
169 for the Sheriff's Equipment and Coroner Storage building and authorized the Chairman to  
170 sign. Motion was seconded, all were in favor, motion carried.

171  
172 **Board of Health Meeting-1234 S. 2<sup>nd</sup> Ave, Okanogan**

173 Commissioners returned from the board of health meeting at 3:25 p.m.

174  
175 **Discussion Amendment to Commissary Agreement Keefe Commissary Network LLC**

176 Sheriff Budrow and Chief Corrections Stefan Wolak

177  
178 Chief Wolak discussed an amendment to the Commissary Agreement for the jail inmates and  
179 asked if the commissioners would prefer to authorize the Sheriff to sign it or if they would like to  
180 sign it.

181  
182 Commissary system provides additional clothing items or food snacks and different things that  
183 are supplemented. The jail ran a whole sale pricing deal and part of that the jail has spent a lot of  
184 man hours calculated for the process. Would rather have the jail be a retail supplier. The amount  
185 coming back will change with a 31% across the board return. Taxes would be taken out first. It  
186 will be cost neutral and would not increase the cost for those using the program but would rather  
187 relieve the officers in the jail the work load of figuring all this out. It was explained that friends and  
188 family would be allowed to use this system program for inmate commissary. Commissioner Hover  
189 stated the commissary budget has been on the decline and asked if this program would allow it  
190 to stay afloat. It will be budget neutral, said Wolak and would require less man hours to calculate.  
191 The tablets are on track to be introduced to the program this year. The revenue piece was not  
192 included in the budget.

193  
194 **Motion**

195 Commissioner Branch moved to approve the Amendment to the Commissary Agreement with  
196 Keefe Commissary Network, LLC and authorized the Sheriff to sign the amendment. Motion was  
197 seconded, all were in favor, motion carried.

198  
199 **Update-Tonasket Forest Ranger-Matt Marsh**

200 Tonasket Forest Ranger Matt-Marsh provided his update. He explained what the forest district is  
201 up to. He would like to continue to engage with the commissioners on how they can serve the  
202 county more and hear their suggestions and what the board is hearing around the count. Where  
203 is the travel plan at, It is on pause. The Colville tribal plan is not going to be opened up until

204 Tonasket path is known. The Colville Travel Plan on WATVs is treated like a vehicle with all the  
205 same lights and bells and whistle.

206  
207 Wrapping up Mt Hull commercial sales. The thinning and burning has been active over the last  
208 couple years. This is the last commercial site there and its getting wrapped up this winter. Looking  
209 at next project area that is called Buckhorn but takes place Lost Lake to highland park north the  
210 section of Beth and Beaver Lake. Working with BLM so they can do some work on the land as  
211 well. Chief put out in the last year and EAD Early action authority that will allow FS to move quicker  
212 on the landscapes under wildfire and priority land sheds for treatment. The EAD allows NEPA  
213 without an objection period as long as they stay within the 9-categories. Some minor aquatics and  
214 very focused on the vegetation treatments and limits. It limits on the side of recreation and travel  
215 management. 20-year plan treat by project area, but new EAD allows them to move forward.

216  
217 Non-veg projects include bunk space houses next to the highway. Looking hard for local  
218 contractors to bid on this project. He asked for the commissioners help to give callers the SAMS  
219 program. If we have contractors or house building callers they will need to be in the SAMS  
220 program. He will send the Clerk of the Board a SAM link to help them get into the system if anyone  
221 calls.

222  
223 Smokey's 80'th birthday is this year, going to libraries to tell campfire stories with Smokey to get  
224 kids excited about reading and the Forest Service.

225  
226 Commissioner Branch asked if there was anything to discuss about the Whistler Canyon Trail.  
227 They are putting money into it and most work is around Mt. Hull. Larger FS group that deals with  
228 the trail to re route it. The trailhead is still owned by the county. In the process of doing more small  
229 fuels thinning along the trail. Wild Sheep Foundation success story provided money to federal  
230 lands and Mt. Hull project was able to help due to abutting and partnerships.

231  
232 There is no road access to Black Diamond, the 300 road gets close. Summit Lake is on Mt. Hull.  
233 End of the year was above targets, burned over 3000 prescribed acres and FS plans to grow  
234 partnerships to help with cross boundary burning. Finished meeting with cattle producers and it  
235 was a great grass year, new permittees have been added to a pasture allotment that was not  
236 being utilized. Commissioners are happy to hear the relationship it is working.

237  
238 Still working on getting local contractors to help repair fences. There are many fence builders in  
239 the county but they need a SAMS account for FS to be able to utilize. Most of these contractors  
240 are coming from Oregon.

241  
242 Commissioners haven't heard anything negative about FS. Getting with Conservation District on  
243 the county CWPP.

244  
245 Commissioners thanked Matt Marsh for his updates and the group believed quarterly meetings  
246 work well.

247  
248 Commissioner Hover said he'd like to comment on the WDFW DRAFT Conservation Policy.  
249 Commissioners discussed local government comment opportunity prior to public comment  
250 periods on these types of state plans. Commissioner Branch stated this is one of several policies  
251 of the state and he'd like to know how the 25-year strategic plan and Draft Conservation Policy  
252 aligned with each other to make sure the plan included the mandated items. Commissioners  
253 discussed Commissioner Hover signing the comment letter after the board's discussion about  
254 what the comment letter should state.

255  
256 **Approve Meeting Minutes January 2<sup>nd</sup>, 2024.**

257 Commissioners review their meeting minutes.

258  
259 **Approve Consent Agenda**

260 Commissioner Branch moved to approve the consent agenda items 1-19 as listed. Motion was  
261 seconded all were in favor, motion carried.

- 262 1. Letter to Nancy Nash-Mendez-Housing Authority Grant Support-Brewster Apartments
- 263 2. LTAC 2024 Contract-24-013 Molson Museum Marketing-\$2,625
- 264 3. LTAC 2024 Contract-24-020 Omak Visitor Center Operations-\$23,000
- 265 4. LTAC 2024 Contract-24-032 Twisp Works Marketing-\$12,500
- 266 5. LTAC 2024 Contract-24-012 Methow Valley Sports Trails Association YR-\$48,000
- 267 6. LTAC 2024 Contract-24-010 Methow Trails CAP-\$48,000
- 268 7. Letter-OK PUD No. 1-Support for OK PUD application for Grant to WA Public Works Board
- 269 8. Emergency Management Performance Grant-E24-259-EM Manager
- 270 9. Union Agreement-OK County Juvenile Dept. & Teamsters Union NO. 760- 2024-2026
- 271 10. Questionnaire-Land Use Permit-City of Okanogan & OK County Public Facilities
- 272 11. Request-Parcel Consolidation-City of Okanogan & OK County
- 273 12. Order of Vacation Subject to Condition Precedent-Unnamed Road-OK Public Works
- 274 13. Union Agreement-Public Works ADMIN & Teamsters #760-2024-2026
- 275 14. Union Agreement-Solid Waste & Teamsters #760-2024-2026
- 276 15. Interlocal Agreement-OK County & City of Omak-Building Inspection & Plan Review
- 277 16. Ratified Agreement-Commissioned Sheriff's Office Employees-FTO Premium Pay 3%
- 278 17. Cattelguard Renewals-Cross Bar Ranch CGF#3945 & Talkire Lake Rd CGF#78-73
- 279 18. Resolution 2-2024-Road Restriction Resolution-Adverse Weather Conditions Restrictions
- 280 19. Resolution 3-2024-Setting 2024 Wages for Public Works Temp. Positions

281  
282 **Motion Building Inspection Services Interlocal Agreement Town of Winthrop**

283 Commissioner Hover moved to approve the Building Inspection Services Interlocal Agreement  
284 between the Town of Winthrop and Okanogan County. Motion was seconded, all were in favor,  
285 motion carried.

286  
287 Commissioner Hover moved to approve the Building Inspection Services Interlocal Agreement  
288 between the City of Oroville and Okanogan County. Motion was seconded, all were in favor,  
289 motion carried.

290  
291 **Motion - Voucher Approval - Commissioners**

292 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those  
293 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a  
294 list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to  
295 approve the regular vouchers in the amount of \$2,019,697.54 and Payroll vouchers in the amount  
296 of \$1,256,363.08. Warrant numbers as cited on the attached blanket voucher list. Motion seconded  
297 and carried.

298  
299 **Motion Methow Valley EMS District**

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

302  
303 Commissioner Hover moved to approve the Voucher certification and authorize the Methow Valley  
304 EMS District vouchers to be paid in the amount of \$89,449.43 for January Services. Motion was  
305 seconded, all were in favor, motion carried.

306  
307 Commissioner Hover moved to adjourn as the Methow Valley EMS District and Reconvene as the  
308 Tonasket EMS District. Motion was seconded all were in favor, motion carried.

309  
310 **Motion Tonasket EMS District**

311 Commissioner Hover moved to approve the Special Voucher certification and authorize the  
312 Tonasket EMS District vouchers to be paid in the amount of \$6.09 for auditor's postage costs.  
313 Motion was seconded, all were in favor, motion carried.

314  
315 Commissioner Hover moved to adjourn as the Tonasket EMS District and Reconvene as the  
316 Oroville Rural EMS District. Motion was seconded all were in favor, motion carried.

317  
318 **Motion Oroville Rural EMS District**

319 Commissioner Hover moved to approve the Voucher certification and authorize the Oroville Rural  
320 EMS District vouchers to be paid in the amount of \$7.95 for auditor's postage costs. Motion was  
321 seconded, all were in favor, motion carried.

322  
323 Commissioner Hover moved to adjourn as the Oroville Rural EMS District and Reconvene as the  
324 BOCC. Motion was seconded all were in favor, motion carried.

325  
326 The commissioners discussed the Methow Arts Alliance \$1250 invoice incurred December 18,  
327 2023. Their LTAC contract is for January 1, 2023 through December 31, 2023. Applicants usually  
328 apply year to year and can be reimbursed for the November December costs, but Methow Arts  
329 Alliance did not apply for 2024. Commissioners stated the invoice could be reimbursed, but they  
330 would like to look at clearer language in the LTAC contracts that clearly spells everything else  
331 out.

332  
333  
334  
335 The board adjourned at 4:00 p.m.