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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

JULY 18, 2023

9:00 AM Briefing Among Commissioners
9:15 AM Public Comment Period
9:30 AM Executive Session RCW 42.30.110 (1)(i)(ii)
10:00 AM Finance Committee Meeting-Treasurer Pam Johnson
11:00 AM Public Hearing-Water Line Franchise Gebbers Cattle LTD-Jo Ann Stansbury
11:10 AM Continued Public Hearing-Utility Franchise Colville Confederated Tribes IT
11:20 AM Update-Public Works-Engineer Josh Thomson
1:30 PM Approve Commissioners Proceedings July 10th, 11th, 2023
1:40 PM Approve Consent Agenda
1:50 PM Commissioners to set Wednesday's
2:00 PM Update-Building-Dan Higbee
2:30 PM Update-Noxious Weed-Larry Hudson
3:00 PM Continued .09 Funding Discussion-Roni Holder-Diefenbach

The Okanogan County Board of Commissioners met for a regular meeting at 123 5th Avenue North, Okanogan, Washington on July 18, 2023 with Chairman, Commissioner Chris Branch; Vice-Chairman, Commissioner Andy Hover; Member, Commissioner Jon Neal; and the Clerk of the Board, Laleña Johns, present.

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

Motion Closed Session RCW 42.30.140(4)(b)

Commissioner Hover moved to go into closed session for union negotiation strategies for collective bargaining proposals at 9:00 a.m. for 5 minutes until 9:05 a.m. Motion was seconded, all were in favor, motion carried.

Commissioners left closed session at 9:03 a.m. no decisions were made.

Briefing Among Commissioners

Commissioner Hover discussed the irrigation for the fairgrounds. He discussed a Pine Creek water right that is available and he wondered about purchasing the irrigation water rights \ to put a pump in the river for the irrigation of the grounds. Water becomes a problem in the summer time. The wells are not able to keep up with the needs of the grounds. Ms. Peasley plans to get a static well water reading of where the levels are to see what the physical availability of water is. Both wells are rated for domestic use and sanitary. Every spigot will have an anti- siphon valve installed to prevent backflow.

Public Comment Period

Member of the public, Ruth Hall, commented and thanked Commissioner Branch for the plat of Monse map. She still could not understand where the platted road vacation was to take place and was concerned someone would be inconvenienced if the platted road was to be vacated. Commissioner Branch stated the board would know more once the Engineer reports on the proposal to vacate. She said there was a lot of DNR land on the map that was leased for orchard uses and it was interesting they platted a whole town.

Ms. Hall said she heard the proposal from the Sheriff's office for 2% sales tax for public safety. She said no one likes increased taxes, and she said there should be a good justification for putting the

54 question on the ballot to increase taxes. Commissioner Branch stated the voters will decide and the
55 board would like to put the information out there not in opposition or in favor, just information about
56 what the revenue would be used for.

57
58 Commissioner Hover discussed the opportunity to apply for a Capital Improvement grant for fairground
59 horse barns or beef barns. He said the water system does need to be looked at. Commissioner Branch
60 asked about moving the steel building at the Justice Building to the Fairgrounds. The board will take
61 a look at it. Commissioner Branch stated the fairgrounds gets utilized for all sorts of events and
62 provides good options for the people to meet and have functions.

63
64 **Executive Session RCW 42.30.110 (1)(i)(ii)**
65 Commissioner Hover moved to go into executive session for 30 minutes until 10:00 a.m. inviting
66 attorney Esther Milner and Director Pete Palmer to discuss county legal matters under RCW 42.30.100
67 (1)(i)(ii). Motion was seconded, all were in favor, motion carried.

68
69 Commissioners extended executive session at 9:30 a.m. for another 10 minutes.
70 Executive session ended at 10:15 a.m.

71
72 **Finance Committee Meeting-Treasurer Pam Johnson**
73 Auditor Cari Hall, Finance Manager Lisa Schreckengost

74
75 The group explained there was a COVID concern in the courthouse, so mask protocols are in place.

76
77 Treasurer Johnson provided the finance committee agenda and discussed the items listed there.
78 (attached)

79
80 The county's PILT payment was received. Treasurer Johnson explained investment information within
81 the packet and yield to maturity of the investments.

82
83 Current Expense Revenue and Expense summary reports were reviewed. Of the budgeted amounts
84 for 2023, we are currently at 71.32% received and 47.70% utilized.

85
86 Auditor Hall explained she drafted a budget letter that the auditor, treasurer and commissioners would
87 sign as the elected officials involved. Auditor Hall explained some of the challenges and conflicting
88 info the districts submit that needs to be corrected and this letter will help everyone get on track with
89 what the required county's role is and what the required district roles are regarding budgets and
90 reporting. The group would like to meet with districts to discuss the needs of the district and the county.
91 Levy districts must submit a copy of their budget by November 30, but the county has set the deadline
92 to November 1 in order to provide the county treasurer and auditor time to process depending on the
93 level of detail requested. The treasurer and auditor explained what reports they provide monthly to the
94 district. If the districts do not comply with the county's request for budget then they may need to secure
95 their own accounting systems. It is very time consuming for the auditor due to complexity and first
96 responsibility to the county. The districts preliminary budget submitted by November 1 would be
97 adjusted by the county after the district adopts and submits it. It is much easier to make the
98 adjustments after the preliminary budget has been entered.

99
100 Commissioner Branch discussed the clerks for the districts are not always aware of the county's
101 responsibility.

102
103 Auditor Hall explained some discussions and recommendations about sending checks via certified
104 mail when they are not able to be picked up.

105

106 The districts collect pros and con statements from their committee on a ballot issue, if the committee
107 doesn't do this then the auditor does. An RCW provides the policy.

108
109 **Public Hearing-Water Line Franchise Gebbers Cattle LTD-Jo Ann Stansbury**
110 Commissioner Branch opened up the hearing to staff. Ms. Stansbury provided her staff report.
111 Commissioner Branch then opened up the hearing to the public, seeing no public who wanted to
112 comment he closed the hearing to the public and opened up to the board.

113
114 **Motion Resolution 86-2023 Water Line Utility Franchise U02-23 – Gebbers Cattle LTD**
115 Commissioner Neal moved to approve resolution 86-2023 adopting the utility franchise agreement No.
116 U02-23 between Okanogan County and Gebbers. Motion was seconded, all were in favor, motion
117 carried.

118
119 **Continued Public Hearing-Utility Franchise Colville Confederated Tribes IT U01-23**
120 Commissioner Branch opened up the hearing to staff. The hearing was first on June 20, then it was
121 continued to Ms. Stansbury provided her staff report. No public comment was received.

122
123 Commissioner Branch then opened up the hearing public testimony, seeing no public who wanted to
124 comment he closed the hearing to the public and opened up to the board. Commissioner Branch asked
125 about tribal contracts and whether there were special provisions regarding legal litigation with the
126 tribes do the tribes waive their sovereignty. No, but our attorney did consider this in her review.

127
128 **Motion Resolution 87-2023 Utility Franchise Colville Confederated Tribes IT**
129 Commissioner Hover moved to approve and sign resolution 87-2023 a utility franchise No. 01-23
130 agreement between Colville Confederated Tribes and Okanogan County. Motion was seconded, all
131 were in favor, motion carried.

132
133 **Update-Public Works-Engineer Josh Thomson**
134 Engineer Josh Thomson provide his agenda and discussed the items listed.

135
136 *Maintenance and road conditions*
137 Engineer Thomson provided an update on maintenance and road conditions. He discussed gps
138 operated equipment use that is now being utilized. In the future we will start purchasing the 18
139 speed manual transmission trucks that would address some of the issues we are having.
140 Transfer trucks have the most use and miles and they have automatic transmissions.

141
142 *Construction projects*
143 Engineer Thomson provided an update on construction projects. Chip seal is the main focus in
144 the Chesaw, Toroda Creek, Bonaparte then the Omak flats then Brewster then back to do city of
145 Omak work. Enjoying the new chip box.

146
147 Contractors starting Twisp Bridge and will sand blast this week. The slab for the Tonasket shop
148 is getting poured and the foundation Twisp shop is in.

149
150 Engineer Thomson discussed the items listed on the Consent Agenda: Solid Waste Interlocal
151 Agreements – Omak, Winthrop, Oroville, Okanogan, Conconully, Brewster, Twisp, Tonasket;
152 Omak reimbursable work agreement for chip seal; Fund 125 resolution to add budget sections:
153 and Resolution authorizing new Engineering Tech position.

154
155 Engineer Thomson explained he is also working on budgets as the auditor sent out the budget
156 call letter to the county departments.

157

158 The board recessed until 1:30 p.m. for the lunch hour.

159

160 At 1:28 p.m. Commissioner Hover stated he would like an executive session with Esther.

161

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

163 Commissioner Hover moved to go into executive session at 1:30 p.m. under RCW 42.30.110 (1)(i)
164 inviting attorney Esther Milner for 10 minutes until 1:40 p.m. Motion was seconded, all were in favor,
165 motion carried.

166

167 **Update-Building-Dan Higbee**

168 Building official Dan Higbee provided the building department monthly report. (attached) He discussed
169 the contents of the report and answered questions of the Board. There were 92 applications last year
170 and this year at the same time 68 applications. The department is right on budget.

171

172 Mr. Higbee explained new hire has completed certification for building inspector and will continue
173 training for plans examiner. Larry Surface is still planning a spring retire schedule.

174

175 Discussed prefabricated octagonal homes that are being shipped in and put together and the
176 permitting involved with those. Commissioner Hover asked if there was such a thing as a 60-day
177 occupational permit that is recorded against the title to the property. Yes, said Building Official Higbee.
178 He explained in previous years it was not permitted, but new decisions in the Public Health policy
179 allows this now. Nothing stops people from staying longer than 60-days if their cistern holds more
180 water. Building Official Higbee explained costs for building a house without a water supply. He
181 explained what a change in occupancy involves to get rid of the 60-day occupation permit off the title
182 once adequate water supply is made.

183

184 Building Official discussed staff's use of tablets for paperless capability on the job site. He isn't sure
185 how other jurisdictions do it. He doesn't see a way around using paper right now. It will help applicants
186 be able to check their application status online, which is what the BOCC wanted when the software
187 was purchased.

188

189 **Approve Commissioners Proceedings July 10th, 11th, 2023**

190 Commissioner Neal moved to approve the July 10th and July 11th meeting minutes with corrections.
191 Motion was seconded, all were in favor, motion carried.

192

193 **Approve Consent Agenda**

194 Commissioner Neal moved to approve the consent agenda items 1-17 excluding item #15 in order to
195 have further discussion later. Motion was seconded, all were in favor, motion carried.

196

- 197 1. Pacific Security Services Agreement-Okanogan Fairgrounds Security-Naomie Peasley
- 198 2. Contract Amendment No. 3-Funding Increase \$24,000-Treatment & Recovery Svcs-WA
- 199 Health Care Authority
- 200 3. HVAC Service Agreement Renewal 2023-2024-Courthouse Complex-DIVCO
- 201 4. Memorandum of Agreement-Membership Discount for County Employees-NCAC
- 202 5. Interlocal Agreement-Solid Waste Management-City of Omak
- 203 6. Interlocal Agreement-Solid Waste Management-Town of Winthrop
- 204 7. Interlocal Agreement-Solid Waste Management-City of Oroville
- 205 8. Interlocal Agreement-Solid Waste Management-City of Okanogan
- 206 9. Interlocal Agreement-Solid Waste Management-Town City Conconully
- 207 10. Interlocal Agreement-Solid Waste Management-City of Brewster
- 208 11. Interlocal Agreement-Solid Waste Management-Town of Twisp
- 209 12. Interlocal Agreement-Solid Waste Management-City of Tonasket
- 210 13. Request-Reimbursable Work-Chip Seal-Ok Co. Public Works-City of Omak
- 211 14. ARPA Request #5 Tunk Mtn Fire Hardening

- 212 ~~15. Resolution 83-2023 Incident Response Call-Out & Shift Extension Pay for Emergency~~
213 ~~Management Specialist~~
214 16. Resolution 88-2023 PW Engineering Tech Position with Transportation & Paths & Trails Job
215 Duties
216 17. Resolution 89-2023 Public Works Parks & Rec Fund 125 to Add Budget Sections
217

218 **Motion Resolution 89-2023 Amending District Court Therapeutic Court Coordinator**

219 Commissioner Hover moved to approve resolution 89-2023 a resolution amending the position of
220 District Court Therapeutic Court Coordinator from non-bargaining pay scale to a contracted
221 position. Motion was seconded, all were in favor, motion carried.
222

223 **Motion Resolution 90-2023**

224 Commissioner Hover moved to approve resolution 90-2023 a resolution that amends and clarifies
225 the county employee cell phone stipend policy. Motion was seconded, all were in favor, motion
226 carried.
227

228 **Motion ARPA A19 Request #6 Certification Community Action Council**

229 Commissioner Hover moved to approve Community Action's request #6 regarding a request for
230 ARPA Food Crisis reimbursement in the amount of \$2,245.00 and authorize the chairman to sign
231 the certification. Motion was seconded, all were in favor, motion carried.
232

233 **Motion CDBG Public Services Request #12-June 2023**

234 Commissioner Hover moved to approve the CDBG Public Services reimbursement Request #12
235 for June services in the amount of \$21,625.30 and authorize the chairman to sign the certification.
236 Motion was seconded, all were in favor, motion carried.
237

238 **Motion CDBG CV-1 Request #30-June 2023**

239 Commissioner Hover moved to approve the CDBG CV-1 reimbursement Request #30 for June
240 food bank costs in the amount of \$16,064.74 and authorize the chairman to sign the certification.
241 Motion was seconded, all were in favor, motion carried.
242

243 **Motion Okanogan County Board of Health Appointment Position #7**

244 Commissioner Hover moved to approve the appointment letter of Denise Varner to the Board of
245 Health position #7 representing elected mayors and council members of cities within Okanogan
246 County. Motion was seconded, all were in favor, motion carried.
247

248 **Motion Okanogan County Regional Planning Commission Appointment-Knapp**

249 Commissioner Hover moved to appoint Charlayne Knapp to the Planning Commission open
250 position representing Okanogan County Commissioner District #1. Motion was seconded, all were
251 in favor, motion carried.
252

253 **Commissioners to set Wednesday's**

254 **Update-Noxious Weed -Manager Larry Hudson**

255 Esther Milner
256

257
258 Mr. Hudson started out with RCW 17.10 Okanogan County purchasing policy was previously
259 discussed with Ms. Milner in regards to Noxious Weed decisions on purchases. They Noxious weed
260 does follow the county's personnel manual, so the Noxious Weed Board can authorize the purchases
261 rather than the BOCC. Ms. Milner clarified that the RCW clarified that as the Noxious Weed Board is
262 a county activated noxious weed board the Noxious Weed Board may purchase, hire etc... falls under
263 this rule guidelines. Mr. Hudson said when the Noxious Weed policy is drafted they will incorporate

264 the county's purchasing policy rules into their board rules. The BOCC has always signed contracts of
265 the Noxious Weed Board. Does the BOCC wish to continue this? Since the Noxious Weed Board
266 follows the county's personnel policy claims for expenses would still be approved by the BOCC.
267

268 Mr. Hudson said treatment of the Lake Management District is planned July 26 within the buffer zone
269 and south near the old gas station on the lake. We will treat in the river section and they will work up
270 the east side until funding is spent. Commissioner Hover asked about the amount needed by Noxious
271 Weed in order to treat the lake is about \$49,000 but costs are around \$45,000. He wasn't sure how
272 much the district brings in and thought \$50,000 would be sufficient for the area to be treated depending
273 on what the assessment brings in. Spectacle Lake was also treated, but with their lake management
274 funds from private land owners on the lake. They are trying to receive additional funding for continued
275 treatments.
276

277 Leader Lake was treated with DOE grant funding, but the lake has not been treated in the last couple
278 years. Commissioner Branch said milfoil is terrible right now. It is a DNR campground and is managed
279 by them. Mr. Hudson said he does speak to them about treatments and received herbicide from them
280 for treatments. WDFW will provide money for treatments when they have it. Getting dedicated funding
281 from those agencies is tough. Commissioner Hover said we should come up with the amount of
282 property DNR And WDFW owns around those lakes and send them a letter stating we need x-amount
283 of money to treat the lakes where their boat ramps and access points are so they can put it in their
284 budget. Mr. Hudson said he would be happy to draft a letter that the commissioners approve as it
285 holds more weight than the Noxious Weed Board.
286

287 **Continued .09 Funding Discussion-Roni Holder-Diefenbach**

288 Kurt Danison
289

290 Ms. Holder Diefenbach explained the BOCC thought starting in 2024 the county could start
291 funding projects. The infrastructure funding application and prioritization has been modified to
292 include information. August 26 with letter of intent due in September so first week of October the
293 ones meeting the criteria will be invited to the November presentation to Infrastructure committee
294 to be then brought forward to the BOCC for approval. That way agencies can lobby for their
295 projects during legislative session knowing the county supports them with some county funds.
296

297 Commissioners reviewed the Infrastructure Fund 117 and discussed bond payments and two
298 years of PWTF reserves to determine roughly \$375,000 -\$400,000 that can be utilized for projects
299 depending on the exact amount to reserve beyond that. Commissioner Branch explained cities
300 ability to account for any bonding. The county or the city could apply for CDBG funding for some
301 of the other funds needed.
302

303 Mr. Danison said Infrastructure projects will develop viability within the city limits and possibly
304 some within the county Urban Growth Areas. A number is needed so applicants know what is
305 truly available we need the most bang for the buck and thoughtfully put together.
306

307 Ms. Holder Diefenbach relayed the cost total for all applicants was \$52 million. Total secured
308 funds were \$4 million and funds identified for grants was around \$10 million. Mid-range total cost
309 for a project was \$2.5 million. There were many projects in the \$300,000 range. Do we fund a
310 bond for three years and not fund anything else for 3-years or do we fund matches or studies
311 every year? Omak had at least 3 developers interested in developing by Home Depot but because
312 of the infrastructure not being ready it fell through. Housing is tough, but is now part of the allowed
313 uses of the Infrastructure funds. A policy is needed as to how the BOCC will address the funding
314 allocations for applicant uses. Commissioner Hover thought keeping \$600,000 in the fund leaves
315 a bulk static amount of \$1.2 million and another amount for use annually. Commissioner Branch

316 doesn't want to do away with emerging opportunities. The other part there is prioritizing going on
317 and we should look at priorities. Mr. Danison said look at the criteria. Housing is a key piece for
318 economic development and should be looked at. The group discussed blighted abandoned
319 houses old building like the old Valley Care center.

320
321 Lack of housing here, for our needed workforce was discussed. Roni and Kurt thanked the
322 commissioners for their time and looked forward to working out a policy to utilize the infrastructure
323 funds.

324
325 Shelley Keitzman was asked to discuss public defender costs and a request from them for more
326 money to hire additional attorneys.

327
328 Commissioner Hover discussed wages going up and budget strategies to address and fund those.
329 Commissioner Branch stated circumstances that drive the costs.

330

331 **Motion Public Defender Budget**

332 Commissioner Hover moved to authorize an amendment to the public defender budget for 2023 in
333 the amount of \$70,000 and have additional conversations to add more money later. Motion was
334 seconded, all were in favor, motion carried. Commissioner Branch asked if this would be finalized
335 via resolution or an amendment to the contract. Ms. Keitzman said an amendment to the contract
336 to outline the changes and reasons.

337
338 Ms. Keitzman said the Risk Pool reached out to her after the courthouse appraisals were
339 completed and asked what level the county wanted to insure the courthouse. To reproduce the
340 courthouse, like it is now, with a value of \$40 million, the premium cost would be \$68,000, if we
341 replaced it, with a value of \$13 million the premium would cost \$30,000. Commissioners
342 discussed the difference and would prefer to pay the \$30,000 replacement premium. Ms.
343 Keitzman will relay to the Risk Pool for payment completion.

344
345 The Clerk of the Board will forward comments of Ms. Milner's to Wayne Walker for the new
346 Oroville EMS contract consideration.

347 348 **Motion - Voucher Approval - Commissioners**

349 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those
350 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a
351 list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to
352 approve the regular vouchers in the amount of \$2,083,733.61 and Payroll vouchers in the amount
353 of \$1,118,762.49. Warrant numbers as cited on the attached blanket voucher list. Motion seconded
354 and carried.

355
356 Maurice Goodall explained overtime for the emergency specialist. Right now, the county has 40-
357 hour accrual for work before overtime can be accrued. He explained a request change of the rule
358 because work is incident driven and overtime accrued during the incident can be reimbursed for
359 the extraordinary time. Call-outs on days off and holidays is requested at double time for fair
360 compensation to the worker for whatever time is worked no minimum. Ms. Keitzman confirmed
361 that the county has no other contracts with call out over time. Commissioner Hover has no
362 problem with incident driven over-time accrual reimbursement. Commissioner Branch asked if
363 there is potential for law enforcement to then request call out at double time?

364
365 The Board discussed resolution 83-2023 regarding the Incident response call-out & Shift
366 extension pay request for emergency management specialist

367
368 **Motion Oroville Rural EMS District**
369 Commissioner Hover moved to adjourn as the BOCC and reconvene as the Oroville Rural EMS
370 District. Motion was seconded all were in favor, motion carried.
371
372 Commissioner Hover moved to approve the Voucher certification and authorize the Oroville Rural
373 EMS District vouchers to be paid in the amount of \$1,253.78 for public hearing publication costs
374 and building insurance premium to the city of Oroville. Motion was seconded, all were in favor,
375 motion carried.
376
377 Commissioner Hover moved to adjourn as the Oroville Rural EMS District and Reconvene as the
378 BOCC. Motion was seconded all were in favor, motion carried.
379
380 **Motion Methow Valley EMS District**
381 Commissioner Branch moved to adjourn as the BOCC and reconvene as the Methow Valley EMS
382 District. Motion was seconded all were in favor, motion carried.
383
384 Commissioner Hover moved to approve the Contract Amendment #2 between Aero Methow Home
385 Health Agency and Okanogan County. Motion was seconded, all were in favor, motion carried.
386
387 Commissioner Hover moved to adjourn as the Methow Valley EMS District and Reconvene as the
388 BOCC. Motion was seconded all were in favor, motion carried.
389
390 The board adjourned at 4:44 p.m.