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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

JULY 25, 2023

9:00 AM Briefing Among Commissioners
9:15 AM Public Comment Period
9:30 AM Discussion-WSU Final Invoice-Kayla Wells-Yoakum
10:00 AM Approve Commissioners Proceedings July 17th, 18th, 2023
10:10 AM Set Wednesday' Agenda if needed
10:15 PM Approve Consent Agenda
10:30 AM Update-Human Resources/Risk Management-Shelley Keitzman
10:50 AM Public Hearing-Budget Supplemental Appropriation Parks & Rec Lower Goat Creek Bridge Repairs
11:00 AM Update-Public Works-Engineer Josh Thomson

The Okanogan County Board of Commissioners met for a regular meeting at 123 5th Avenue North, Okanogan, Washington on July 25, 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.

Briefing Among Commissioners

The clerk of the board relayed several items she is working on BOE budget supplemental, homeless housing fund supplemental, meeting set up with MJ Neal architects, meeting with Thompson Consulting Group regarding Pano AI for wildfire detection.

The board briefed on several topics such as needed HVAC systems and costs; also discussed the budget supplemental BARS for the lower goat creek bridge repairs and public works engineer tech trails position.

Public Comment Period

Member of the public, Ruth Hall attending via zoom, had no public comment.

Discussion-WSU Final Invoice-Kayla Wells-Yoakum

Kellie Conn, Audit Cari Hall

Ms. Wells-Yoakum requested a change in the date the invoice generated from the MOA is paid in the budget year. There will be a 12 month rolling cycle and 12 months will be billed. WSU fiscal year is July 1 through June 31 and the county's fiscal year is Jan 1 through Dec 31. However, WSU's first bill includes multiple months worked. To be on the safe side Auditor Hall said the county budget should include one extra month in the budget.

Auditor Hall explained Chief Civil Deputy Beth Barker asked her about a budget supplement for her new salary line to prevent holding up payroll in December and whether a budget supplemental was needed. Auditor Hall suggested to her a review of the Sheriff's Dept budget later in the year. There would be time to supplement the budget then, if needed. The contingency reserve fund was discussed.

53 **Motion WSU Reimbursable Payment Cycle Associated with MOU**

54 Commissioner Hover moved to approve the new billing cycle for the payments due to WSU for the
55 Memorandum of Agreement Appendix A for the Extension office Administrative Professional, to
56 reimburse WSU for a December to November fiscal year. Motion was seconded, all were in favor,
57 motion carried.

58

59 **Set Wednesday' Agenda if needed**

60 No meetings are necessary Wednesday.

61

62 Commissioners reviewed and discussed the changes in the reworked contract between Easton
63 Corbin and the County for entertainment at this year's fair.

64

65 **Approve Commissioners Proceedings July 17th, 18th, 2023**

66 Commissioner Neal moved to approve the meeting minutes of July 17 and July 18, 2023 as
67 corrected. Motion was seconded, all were in favor, motion carried.

68

69 **Approve Consent Agenda**

70 Commissioner Hover moved to approve the consent agenda items 1-6 as presented. Motion
71 was seconded, all were in favor, motion carried.

72

1. **Cattleguard Renewals-CGF#1-03, 6-13, 2-98,3-98, 11-98, 8-13, 7-13, 32-98, 36-98**

73

2. **Public Works Purchase-80 Plow Bits-WSDOT \$48,504.40**

74

3. **Reimbursable Work Request-Chip Sealing, Road Fund 102-City of Okanogan**

75

4. **Appointment Letter-Oroville-Tonasket Irrigation District-Hector Maldonado**

76

5. **Interlocal Cooperative Agreement-Elmer City-Okanogan County & Fire District #6**

77

6. **Resolution 91-2023-Allocation ARPA/SLFRF Funds-Okanogan County Fire District #2**

78

79 Note: Motion amended 8/1/2023 to strike #6 due to it being a duplicate resolution.

80

81 **Update-Human Resources/Risk Management-Shelley Keitzman**

82 Assessor Larry Gilman, Chief Civil Esther Milner

83

84 Ms. Keitzman provide an update from the Risk Pool Conference recently attended. A 40% increase
85 in premium costs are expected due to worker hours increasing when we had a lot of open positions
86 plus the cost to insure. They talked about a January renewal as it will be better for budgeting but
87 we will need to come up with 15 months of premiums of instead of 12 for next year. The property
88 insurance renewals have a 10% increase with 10-14% increase for cost of property insurance for
89 2024. The good news is the Risk Pool is doing much better than some of the other pools with their
90 strategic decisions. She will reach out to departments that have their own funds as the increases
91 will impact them as well. Counties with less claims will be rewarded by the pool going 10-years
92 back. Our deductible was raised a couple years ago to \$25,000 from \$10,000. Risk Pool has also
93 added additional money towards training to jail staff as well as towards drug scanning machines in
94 the jail.

95

96 Ms. Keitzman explained the recent Courthouse Security meeting they discussed the structure of
97 the committee as it is in the county code. Ms. Milner said at first it was thought to be based on
98 GR36, but a lot of it is discretionary and we can develop our own structure. The code will need to
99 be updated to include what we are doing now and how we have been running over the last few
100 months. The Justice Center and Prosecutor's office campuses are to be added since the code only
101 included the courthouse. The code should to cover all the buildings, stated Ms. Milner. Assessor
102 Gilman said concerns in 2007 are not the same as they are now with a much higher concern now
103 a days. Commissioner Branch stated if security issues exist in areas we are currently working on

104 then those should be addressed in the designs happening now to meet plans. Assessor Gilman
105 explained conduit to accommodate fire alarms could be included in the plan. There are no fire
106 alarms in the courthouse currently. Installation of a PA system would help notify. The lockdown
107 button issues are being worked on again by ADT, the ShoreTel phone system might be linked to
108 the PA for utilization in the halls. Working on diagrams for exits right now but as the committee gets
109 more information on costs those will be brought forward. Commissioner Hover said it should not
110 just be just courthouse security it should all-inclusive and be campus security to include all locations.
111 Sub committees for certain things were discussed. The group will go forth and do the right thing.
112

113 **Public Hearing-Budget Supplemental Appropriation Parks & Rec Lower Goat Creek Bridge** 114 **Repairs**

115 Commissioner Branch opened up the public hearing to staff. Public Works Engineer Josh
116 Thomson explained the budget supplemental will help pay for Methow Trails to make repairs to
117 Lower Goat Creek Bridge which is part of the county Methow Trail system. The auditor prepared
118 two options for consideration, one using ARPA fund 170 and the other option was to move money
119 from contingency Reserve to Parks and Recreation fund 125 and create a new section there.
120

121 Emily Sisson commented that it is really important to the Methow Trail goes that the lower goat
122 creek bridge be repaired. Ruth Hall did not comment.
123

124 Commissioner Hover said he proposed the funds come from ARPA fund 170 in light of hearing
125 about the increase in county insurance which would come from current expense. The invoices
126 generated for the bridge repairs are to be submitted by Methow Trails to the Clerk of the Board
127 for BOCC approval and payment processing.
128

129 **Motion Resolution 92-2023 Budget Supplemental ARPA Fund**

130 Commissioner Hover moved to approve resolution 92-2023 a budget supplemental appropriation
131 within the county's ARPA fund 170 in the amount of \$85,000 to pay for Capital Improvements for
132 county owned bridge. Motion was seconded, all were in favor, motion carried.
133

134 **Motion - Voucher Approval - Commissioners**

135 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those
136 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a
137 list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to
138 approve the regular vouchers in the amount of \$1,038,122.23. Warrant numbers as cited on the
139 attached blanket voucher list. Motion seconded and carried.
140

141 **Update-Public Works-Engineer Josh Thomson**

142 Engineer Thomson provided his agenda and discussed the items listed there.
143

144 *Cell 4 construction:* Engineer Thomson reported on the cell 4 construction. This project will
145 address any leachate from leaking from the cell.
146

147 • *Maintenance and road conditions*

148 • *Construction projects*

149 • *Barnholt Loop Rd speed limit petition:* Engineer Thomson discussed his report on the
150 Barnholt Loop road speed limit petition. (attached) Commissioners discussed the findings and
151 Commissioner Branch thought a public meeting on this would be reasonable in order to collect
152 more information from the petitioners. A sign could be posted on the loop that would notify
153 residents on the loop of the meeting or postcards sent to parcel owners on the loop. There

154 isn't a specific requirement that addresses how petitions of this nature are to be handled. It is
155 at the discretion of the BOCC. Commissioner Hover commented about there not being a
156 majority concern. Commissioner Branch commented that the concept of a public meeting
157 would allow the people to have a conversation with the BOCC about their concern.
158 Commissioner Hover suggested the Emergency Management notification system be utilized
159 for notification.

160
161 Commissioner Branch mentioned that at 2:00 a.m. there is someone pouring it on slamming
162 their gears and hot rodding around and he isn't sure what is going on. It could correspond
163 with workers shift changes. He also commented on Hwy 20 junction outside of town limits if
164 there was a code regarding use of Jake Brakes. He asked if county code addresses use of
165 Jake brakes on county roads near the city? No, the county doesn't address this, Engineer
166 Thomson thought signs posted in town were by city ordinances.

167
168 • *Monse platted road vacations*

169 Engineer Thomson stated this road vacation is getting more complicated due to property
170 owners nearby and property adjoining the plat. The plat is the one thought to have dedicated
171 the easement, but there is not a clear RCW. This one seems to be different and a bit more
172 complicated than usual.

173

174 • *Trails/OCOG position, budget*

175 He will work up some numbers for a budget supplemental for fund 125 that would provide the
176 BARS numbers separate in that fund. The position will be advertised along with the GIS
177 position. There aren't many applying that qualify. Solid Waste has some open positions as
178 well do to some shifting around. Working on budgets and family vacation scheduling.

179

180 • *Consent Agenda*

181 Engineer Thomson discussed the items listed on the consent agenda that were approved
182 earlier. Engineer Thomson will purchase surplus plow bits from WSDOT

183

184 Commissioner Branch asked about traffic counts on Rodeo Trail Road. Engineer Thomson
185 discussed how difficult those traffic counts are to pull, but he will look it for that road.

186

187 **Motion Jail MOUD Extension**

188 Commissioner Hover moved to approve the Consulting Agreement Extension between Okanogan
189 County and Kathleen Manseau, DBA Altra Borealis, PLLC and authorized the chairman to sign.
190 Motion was seconded, motion failed unanimously.

191

192 Commissioner Hover asked that the Consulting Agreement be first reviewed by the county's Risk
193 Manager Shelley Keitzman before the board approves it.

194

195 **Motion Fair Entertainment-Easton Corbin**

196 Commissioner moved to reapprove the Easton Corbin (EC Touring, Inc.) contract with cross outs
197 mutually agreed to by County and Artist for this year's fair entertainment. Commissioner Branch
198 stated it was hard for Risk Manager to comment on last year's entertainment contract, but this one
199 is a lot easier to review over last years red lined version. He suggested someone explain the
200 process and what the different portions actually mean. Commissioner Hover said Brock Hires meets
201 with the company and negotiates the contract for the county. Motion was seconded, all were in
202 favor, motion carried.

203
204 **Motion Easton Corbin Contract Rider**
205 Commissioner Hover moved to agree, accept, and authorize the chairman to sign the Easton Corbin
206 rider associated with the entertainment contract. Motion was seconded, all were in favor, motion
207 carried.
208
209 Commissioner Hover corrected his previous statement about county employees not being able to
210 support a ballot measure on their private time. County employees can support a measure on their
211 own private time.
212
213 Commissioner Hover discussed when Monday's schedule is very light and only a staff meeting or
214 board briefing, he asked if the chairman was alright with remote attendance to avoid driving 2 hours
215 round trip to the office. Commissioner Branch did not have an issue with that option and it made
216 sense to use that option.
217
218 The board adjourned at 11:53 a.m.