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**RECORD OF THE PROCEEDINGS**

**OKANOGAN COUNTY**

**JUNE 21, 2021**

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**9:00 AM** Review Commissioners Agenda and Consent Agenda  
**9:15 AM** Briefing Among Commissioners-Discuss Individual Weekly Meetings & Schedules  
**9:30 AM** Finance Committee Meeting-Budget Review  
**11:00 AM** Discussion -Consider Burn Ban Recommendation Maurice Goodall  
**11:30 AM** Update Fairgrounds -Naomie Peasley  
**1:30 PM** Discussion -Tread Map App-OCTC Request for Funds  
**2:30 AM** Discussion Tax Title Property #3024101009 Purchase Request -John Magnus  
**3:00 PM** Discussion-Software Purchase Authorization, Sole Source-Planning Director Palmer  
**4:00 PM** Review Commissioners Proceedings June 7 & 8, 2021

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The Okanogan County Board of Commissioners met in Regular session at 123 5<sup>th</sup> Avenue North, Okanogan, Washington on June 21, 2021, with; Chairman, Commissioner Chris Branch; Vice-Chairman, Commissioner Andy Hover; Member, Commissioner Jim DeTro and the Clerk of the Board, Laleña Johns, present.

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

**Review Commissioners Agenda and Consent Agenda**

Commissioner Hover discussed Dude Solutions permitting software purchase proposal. He suggested the use of ARPA funds for purchase of this software even if Public Health isn't utilizing the previous software purchased. He wants to make the permit process easier for the public. He'd like the software purchased with carryover money. Each department would pay 33% of the invoice  
Commissioner Branch agreed a unified system would help.

Commissioner Branch reviewed the Rural Business Development Grant signature packet.

**Motion Rural Business Development Grant Package-Loomis Fire District Feasibility Study**

Commissioner Hover moved to approve and authorize the chairman to sign the following initial RBD grant documents for the Loomis Fire District feasibility study:

Motion was seconded, all were in favor, motion carried.

**Briefing Among Commissioners-Discuss Individual Weekly Meetings & Schedules**

Commissioners discussed their schedules. Commissioner Hover will be absent Tuesday, June 29, 2021.

**Finance Committee Meeting-Budget Review**

Leah McCormack, Cari Hall, Lisa Schreckengost

The group discussed how to receive ARPA funds. There is some confusion about how the county is to receive its funds as Entitlement counties requested their funds via the Treasury while Non-Entitlement counties receive their portion from the state. It is unclear what information the state requires prior to releasing the funds to the county. Commissioner Branch will reach out to the state and find out what the county needs to do to receive its share of the ARPA funds.

54 Commissioner Hover discussed the fairgrounds irrigation project that was budgeted \$25,000 in  
55 Capital Improvement to be completed this year as he preferred the project be complete in spring  
56 of 2022. The group reviewed the Capital Improvement budget, revenues look good right now.  
57 Auditor Hall said she can create BARS codes as needed for projects.

58  
59 The group reviewed the Fairgrounds budget noting the RV park rental revenue was down.  
60 Auditor Hall said Superior Court budget is way over due to Agriplex costs that should be getting  
61 reimbursed from Coronavirus funds. They may not have yet received the \$100,000 reimbursement  
62 funds from AOC for the costs associated to COVID-19. Commissioner Hover said we need to know  
63 from Mr. Rabidou what is still in limbo.

64  
65 The group discussed funding options to pay for the Forest Service building. A bond would be paid  
66 from fund 160. Commissioner Hover asked for bond rates for \$20, \$30 and \$50 million dollars as  
67 \$50 million was the estimate for the whole project. There are other costs associated with the type  
68 of move proposed and other buildings to renovate Commissioner Hover explained the architect  
69 thought the Forest Service building was a better value over the previous plans where the county  
70 was going to build on to the juvenile facilities and move services and permitting to the Virginia  
71 Grainger.

72  
73 Commissioner Hover said he heard juvenile detention may be required to house 18-19 year old's  
74 rather than house them in the jail.

75  
76 Commissioner Branch discussed the options and timeline needed for the CUP process once the  
77 county acquires the Forest Service building. Once situated there will be a need for courthouse  
78 security at both locations, the courthouse and the proposed Forest Service building. Commissioner  
79 Branch said there is also the development with the courts that indicate if the county doesn't comply  
80 with their wish there could result a threat of lawsuit. Strategies for the unknown will be important  
81 as will agreeable alternatives to the plan should things need to be reconsidered. Treasurer  
82 McCormack said she will call her bond contacts and discuss what the county's plan is in general  
83 terms.

84  
85 Commissioners strategized whether a committee should be formed or not. Treasurer McCormack  
86 said Assessor Gilman is a good person to head a committee. The Communications committee  
87 should discuss options for when the juvenile detention building is vacated. It would be good to  
88 receive the other departments input. Team work is needed in order to work this all out.

89  
90 Commissioners reviewed the tax title property to be discussed later today. It appears to be in the  
91 Harmony Heights development just north of Brewster. Treasurer McCormack explained how she  
92 handles tax title property and the direction she needs from commissioners in order to auction the  
93 property.

94  
95 In 2022, the Treasurer plans on doing both a tax title and foreclosure sale.

96  
97 Software purchases were discussed. Auditor Hall said it will cost around \$500,000 for a new county  
98 accounting program for the county plus the annual costs. Many counties are going to use Munis  
99 because info can be transferred between Eden and Munis and it is by Tyler Technologies.

100  
101 Commissioner Branch discussed a potential applicant for LTAC funds to provide capital  
102 improvements to the Similkameen trailhead.

103  
104

105 **Discussion -Consider Burn Ban Recommendation Maurice Goodall**

106 Emergency Manager explained the draft resolution to place a burn ban on unincorporated areas  
107 of the county. He said a recreational fire permit as well as an agricultural burn permit was drafted.

108  
109 Mr. Goodall explained a message can pop up on the county's main page regarding the burn ban.  
110 The county website where the burn ban information is will now be the responsibility of the  
111 Emergency Management to update.

112  
113 Mr. Goodall explained BPA is talking about reasons a PUD will need to shut power off when they  
114 think power lines will arc or become a fire hazard in an emergency. They may wish to meet and  
115 discuss this further with the BOCC.

116  
117 **Motion Resolution 73-2021 Countywide Burn Ban**

118 Commissioner Hover moved to approve resolution establishing a countywide burn ban effective  
119 immediately. Motion was seconded, all were in favor, motion carried.

120  
121 Smoking industrial mill debris that continues to smolder is a concern and needs to be addressed,  
122 said Mr. Goodall.

123  
124 **Update Fairgrounds -Naomie Peasley**

125 Ms. Peasley provided her fairgrounds update. She was unsure what commissioners expected her  
126 to bring to the table.

127  
128 Ms. Peasley provided updated fee schedules for fairgrounds and discussed the reason for  
129 updating some of the fees. Commissioner Hover discussed the various uses and fees charged to  
130 ensure consistency between the different facility rentals. Cost versus revenue was discussed.  
131 Commissioner Hover thought \$150 rental for use of the track, and two arenas was very small rental  
132 fee. He wants to ensure all costs are covered by the revenue brought in for the use of the fair.  
133 Commissioner Hover stated the budget for fairgrounds maintenance is way over.

134  
135 There are new events and renters need to use more of the grounds. She would like to be able to  
136 provide renters a one-page list of fees to easily attach to things versus the expanded 10-page  
137 version. A list of proposed changes was discussed. (attached) Commissioner Hover said  
138 maintenance/custodian services was never part of the rental price, renters are to set up and clean  
139 up after their event. Ms. Peasley said she is happy to maintain a clause for use of facilities for 5-  
140 hours or less if the half day use fee is taken off the schedule. Commissioner Hover laid out what  
141 it means to rent the facility for half a day. It is assumed that the option will be needed again for  
142 the half day option.

143  
144 Ms. Peasley explained Risk Management agrees that if people provide their own security at  
145 fairground events they will need to complete the security plan one month before event. The security  
146 requirements of our facility are not strict enough according to renters. Ms. Peasley stated the  
147 number of designated security agents required be based on the number of attendees. Events  
148 would be allowed to designate their event security when certain requirements are met. Each event  
149 wishing to provide their own security would need their plan approved by the BOCC prior to the  
150 event.

151  
152 Commissioner Branch asked that the fee schedule be presented in a way that is adoptable.  
153 Ms. Peasley stated there are not enough table and chairs to rent for events and rent for outside  
154 events. Many are not on carts. She would like to purchase more tables and chairs and carts to  
155 accommodate renters. She would like to purchase twenty round and twenty rectangle tables for

156 now. Commissioner Hover would like to look at the fairgrounds budget again. He would like to see  
157 what is being estimated for revenue before deciding.

158  
159 The FAC would like to know what maintenance is responsible for during fair. There is some  
160 confusion that should be cleared up. If FAC doesn't want to be responsible for certain things and  
161 those things are not in the rental agreement then options should be known. The fairgrounds rental  
162 agreement should spell out who is responsible for what. The current agreement does not spell it  
163 out. The FAC By-laws section was read. This will be discussed at the next meeting.

164  
165 **Discussion-Software Purchase Authorization, Sole Source-Planning Director Palmer**  
166 Director Palmer provided a packet with draft announcement notice for advisory sub area group  
167 and asked the commissioners to decide how it should be arranged. Boundaries would be  
168 determined once the committee membership is constituted.

169  
170 Director Palmer has a request to purchase the planning software as well as a Sole Source  
171 determination form for the resolution for Dude Solutions. Director Palmer explained a possible go  
172 live date even if Public Works isn't ready and the budget isn't precisely known.

173  
174 After researching other companies, it was found that Modus Technology can scan everything but  
175 it will cost \$41068 plus an added cost for oversized documents. Documents would be scanned  
176 and shredded, but files would be available upon login.

177  
178 Interviewed an individual who accepted the position, but then withdrew it. Sat down to determine  
179 other places to run the advertisement. Reached out to local planning organizations and hopeful  
180 someone applies.

181  
182 Critical areas planning commission continued the hearing to June 28. Will start the process again  
183 due to substantial changes.

184  
185 Got a notice from state on liquor license renewals. There are a few who are not in compliance with  
186 county regulations.

187  
188 **Motion Authorize Letter of Objection WSLCB**  
189 Commissioner Hover moved to approve the letter to WSLCB regarding non-compliance by some  
190 marijuana license applicants. Motion was seconded, all were in favor, motion carried.

191  
192 Commissioner Branch discussed the potential of renting the Hancock building to Economic  
193 Alliance.

194  
195 **Motion – June 23 Transaction Date Voucher Approval – Commissioners**  
196 Commissioner Hover moved to approve Vouchers certified and audited by the Auditing Officer as  
197 required by RCW 42.24.080 and those expense reimbursement claims certified as required by  
198 RCW 42.24.090 have been recorded on a list, and made available to the Board. As of this date,  
199 the Board did vote, by unanimous vote, to approve the regular vouchers in the amount of  
200 \$783,452.17. Warrant numbers as cited on the attached blanket voucher list. Motion seconded  
201 and carried.

202  
203 **Motion Public Health Voucher**  
204 Commissioner Hover moved to approve the Public Health Vouchers including regular vouchers in  
205 the amount of \$60,182.01. Warrant numbers as cited on the attached blanket voucher list. Motion  
206 was seconded, all were in favor, motion carried.

207 **Motion – Ratify June 16 Transaction Date Voucher Approval - Commissioners**  
208 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those  
209 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a  
210 list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to  
211 approve the regular vouchers in the amount of \$638,631.19 and Payroll vouchers in the amount  
212 of \$1,005,550.14. Warrant numbers as cited on the attached blanket voucher list. Motion seconded  
213 and carried.

214  
215 **Discussion Tax Title Property #3024101009 Purchase Request -John Magnus**  
216 Treasurer Leah McCormack  
217 Mr. Magnus explained over the years his family purchased various properties in the Harmony  
218 Heights area of Brewster equaling 60-acres. In 2014 the county obtained tax title parcel  
219 (3024101009) which is adjacent to the family plot. Mr. Magnus is here today as he would like to  
220 learn the procedure for obtaining the tax title parcel. Treasurer McCormack stated the minimum  
221 bid covers the four year back taxes and would be around \$6,200. Because it has been over 1-year  
222 since it became tax title the county would need to advertise and the property would need to go to  
223 public auction bid for the minimum amount. Information from the Mr. Magnus would be needed.

224  
225 Treasurer McCormack said a resolution signed by the commissioners is needed to direct the  
226 Treasurer to conduct the sale and publish the appropriate notices. Her estimated date for the sale  
227 is around September.

228  
229 **Motion Resolution 74-2021 Sole Source**  
230 Commissioner DeTro moved to approve resolution 74-2021 a sole source designation for a  
231 software purchase from SmartGov-Dude Solutions. Motion was seconded, all were in favor, motion  
232 carried.

233  
234 **Motion Purchase Approval Smart Gov Dude Solution Software**  
235 Commissioner DeTro moved to approve the authorization to purchase software from SmartGov  
236 Dude Solutions in the amount \$54,476. Motion was seconded, all were in favor, motion carried.

237  
238 ~~**CANCELLED Discussion –Tread Map App-OCTC Request for Funds**~~  
239  
240 The board adjourned at 4:10 p.m.

241