

1 **RECORD OF THE PROCEEDINGS**

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3 **OKANOGAN COUNTY**

4
5 **JUNE 27, 2023**
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8 **8:15 AM Update-Superior Court-Judge Culp, Admin. Dennis Rabidou**
9 **9:00 AM Review Meeting Minutes**
10 **9:05 AM Discussion-Prosecutor Additional Attorney Request-Prosecutor Albert Lin**
11 **9:15 AM Public Comment Period**
12 **9:30 AM Update-Human Resources/Risk Management-Shelley Keitzman**
13 **10:00 AM Discussion-Broadband Update-Roni Holder Diefenbach**
14 **11:00 AM Update-Public Works-Engineer Josh Thomson**
15 **1:30 PM Discussion-Presentation on Creation of a Metropolitan Park District Twisp-Miles Milliken**
16 **2:00 PM Department Head Quarterly Update**
17 **3:00 PM Finance Committee Meeting-Treasurer Pam Johnson**
18 **4:00 PM Approve Commissioner Proceedings for June 5th, 6th, June 12th, 13th, June 20th, 2023**
19 **4:05 PM Commissioners to set Wednesdays Agenda by 4:30 PM**
20 **4:10 PM Approve Consent Agenda**
21

22 The Okanogan County Board of Commissioners met for a regular meeting at 123 5th Avenue North,
23 Okanogan, Washington on June 27, 2023 with Chairman, Commissioner Chris Branch; Vice-Chairman,
24 Commissioner Andy Hover; Member, Commissioner Jon Neal; and the Clerk of the Board, Laleña
25 Johns, present.

26
27 AV Capture and Zoom provided audio and video accessibility for public interaction.

28
29 **Update-Superior Court-Judge Culp, Admin. Dennis Rabidou**

30 Commissioners discussed the State Auditor’s audit and ARPA reporting. Commissioner Branch is the
31 only commissioner who reports the federal dollars online and who has the information reported on.
32 The clerk of the board manages the contracts with agencies who commissioners awarded funds to as
33 well she processes the AP to those agencies once commissioners approve the A19s.
34

35 Commissioner Hover asked for some time for closed session.
36

37 **Motion Closed Session Union Negotiations RCW 42.30.140(4)(b)**

38 Commissioner Hover moved to go into closed session at 8:31 until 8:45 a.m. inviting Shelley
39 Keitzman to discuss Union Negotiations. Motion was seconded, all were in favor, motion carried.
40

41 Commissioners extended closed session at 8:45 a.m. for another 15 minutes. Closed session ended
42 at 9:00 a.m.
43

44 **Review Meeting Minutes**

45 Commissioners reviewed their meeting minutes.
46

47 **Discussion-Prosecutor Additional Attorney Request-Prosecutor Albert Lin**

48 Prosecutor Lin arrived in person, Teagan Levine attended via zoom
49

50 Prosecutor Lin recapped his request for an additional deputy prosecutor. He gave a general overview
51 of his reasons. Traditionally there have been seven deputies assigned to the various positions in the
52 prosecutor’s office each assigned complex responsibilities. He explained various crimes that he
53 expected appeals for and cases that are coming back to him. He anticipated what will happen and the
54 impacts due to laws that have recently changed surrounding drug crimes.

55
56 Commissioner Branch responded there are things he did not realize in terms of the impacts of the
57 appeals on the prosecutor's office. Criminal cases are the prosecutor's primary focus, but the BOCC
58 may recall days when he was assigned as the county's chief civil deputy. He believes the BOCC is
59 satisfied with the current chief civil deputy. He has reflected over the months on where his office is at
60 now and he really understands the work involved and the needs of the community. He has prioritized
61 his need for appeal attorney based on the needs of the community and that includes drug crimes.

62
63 Commissioner Branch supports the request of the prosecutor and explained the difficult position the
64 prosecutor has with the increasing law enforcement efforts and having the ability to react to increased
65 appeals. He wants to be able to affirm success of the prosecutor's office. There are a number of serious
66 offenders asking for review and appeal. The commissioners were ready to move forward with the
67 request.

68
69 **Motion New Prosecutor's Office Attorney Position**
70 Commissioner Hover moved to have the Prosecutor work with HR to create the proper resolution to
71 authorize the new position and job description for commissioners' future approval. Motion was
72 seconded, all were in favor, motion carried.

73
74 **Public Comment Period**
75 Member of the public, Ruth Hall, commented on the discussion with the prosecutor and thought the
76 people would be glad to know the commissioners are in favor of providing the necessary staff to address
77 the needs of the prosecutor's office. She asked about what a platted road is and Commissioner Branch
78 explained platted roads have to do with subdivisions and are designated for city streets should they be
79 needed in the future.

80
81 **CANCELLED Update-Human Resources/Risk Management-Shelley Keitzman**
82 Commissioners used this time to review their meeting minutes.

83
84 **Motion Approve Commissioners Proceedings June 5, 6, 2023**
85 Commissioner Neal moved to approve commissioner proceedings of June 5 and 6, 2023. Motion was
86 seconded, all were in favor, motion carried.

87
88 **Discussion-Broadband Update-Roni Holder Diefenbach**
89 Kayla Wells-Yoakum WSU Extention office, Greg Mandell Broad ban action team.

90
91 Ms. Holder-Diefenbach provided an update of where the Broadband Action team is at in its work to
92 provide broadband in the county. She explained building infrastructure process. There is some good
93 news through OCDC and broad band digital equity be

94
95 Greg Mendell? Updated the board on the electric services up Twisp and up Twisp river for 15 folks
96 opportunity. Originally established to bring electricity to the area and now this is a similar issue. Study
97 with Methow net looked at how to bring broadband to everyone participating in the electric services.
98 They have about 16 million in assets. The study provided they had a lot of interest from people who
99 wanted faster internet to allow for working from home in rural areas. They then looked at funding and
100 applied for funding for ARPA but it had a cap. They looked at a phased approach.

101
102 Ms. Holder Diefenbach explained the funding and direction that was made. The Methow Valley
103 originally had their own BAT, but after feasibility study they asked to combine the BATs and join together
104 into one BAT. With that they have worked together and discussed the broader service areas and
105 providers putting in infrastructure in the county. Letters of support were critical to support the contracts
106 and applications for funding. OCDC was successful in receiving funding. There are infrastructure

107 improvements being made across the county so people will get services where they were not before.
108 It isn't one size fits all and criteria for funding must be reviewed to ensure all aspects are addressed in
109 the applications. '
110

111 Commissioner Hover asked how much money Okanogan County is responsible for. \$500,000 for
112 OCDC and \$500,000 for PUD. A resolution and contract will need to be drawn up for the ARPA
113 allocation. PUD has an application in for the Carlton area but a community center was required and last
114 minute some property was donated for that. Hopefully an award letter will be made. \$1.2 billion dollars
115 are available but a broad band equity plan is needed to help tell the story to get the funding. Okanogan
116 County was one of the top plans being considered. We have projects ready to go we just need the
117 funding.
118

119 Greg said they knew funding had to have specific purpose and knew the commitment involved to getting
120 the project done and have put into place all the front-loaded requirements. Ms. Holder-Diefenbach
121 explained WSU took the lead to help entities across the state to move forward and were extremely
122 helpful in our process. Surveys were provided to the community, cities, service organizations, hospitals,
123 and got input from all around. Our BAT is very diverse and includes representation from all around that
124 came from the surveys sent around.
125

126 Ms. Wells Yoakum said Okanogan County was positioned to hit the ground running. She explained
127 WSU's recognized we were ready and at the top of the list and so they provided the needed assistance
128 to support our efforts. The new part of the money was the digital equity piece that WSU participated
129 helped with. Community centers are integral for a place for the community to access the digital tools.
130

131 The biggest thing is moving forward with identifying and applying for the funding. This will move forward
132 and we will have broadband in rural Okanogan County.
133

134 Our BAT has a vision and it will be implemented. Ms. Holder Diefenbach discussed what we can offer
135 in terms of equity assets and where those are located in our communities. Commissioner Branch
136 thanked the group for all the work they have done and will continue to do. Reliable access to fiber and
137 broadband internet is the number one thing that businesses and residents moving into our area need.
138

139 Commissioner Hover discussed the needed ARPA language specific to Broad band that should be
140 noted within the resolution. The other resolution provided for the loss of revenue statement this is
141 different. Ms. Holder-Diefenbach explained she has some language that may work.
142

143 Gregg said scope of work with the state is a one or two month process then in six months sign the
144 contract with the state then they can request reimbursement for costs. Greg will send us the scope of
145 work that can be used for our contract between the OCDC and the county for ARPA funds.
146

147 **Motion Commissioners Proceedings June 12, 13, 2023**

148 Commissioner Neal moved to approve meeting minutes of June 12 and 13, 2023. Motion was
149 seconded, all were in favor, motion carried.
150

151 **Motion Commissioners Proceedings June 20, 203**

152 Commissioner Hover moved to approve the commissioner's proceedings of June 20, 2023. Motion
153 was seconded all were in favor, motion carried.
154

155 Commissioners reviewed the Oroville EMS Agreement and asked to make sure Esther Milner
156 reviewed prior to the board signing it.
157

158 **Approve Consent Agenda**

159 Commissioner Hover moved to approve the consent agenda items 1-8 as presented. Motion was
160 seconded, all were in favor, motion carried.

- 161 1. Ratify-Grant Amendment A Contract#22-62210-011-Community Action Council
- 162 2. Ratify-Request for Amendment C Contract#20-6221C-119-CDBG
- 163 3. Contract-Fairgrounds Rental Agreement-DNR
- 164 4. Contract-Dispatch WAMIL 911 Contract E23-030-Sheriff's Office
- 165 5. Appointment Letter-Mazama Advisory Committee-Bill Craven
- 166 6. Resolution 69-2023-Platted Road Vacation-Plat of Monse
- 167 7. Resolution 70-2023-Adopting a Revised Fairgrounds Fee Schedule
- 168 8. Resolution 71-2023 Adopting a Revised Fairgrounds Facility Rental Contract

169

170 **CANCELLED Update-Public Works-Engineer Josh Thomson**

171

172 Commissioners adjourned for lunch.

173 Commissioner reconvened at 1:28 p.m.

174

175 **Discussion-Presentation on Creation of a Metropolitan Park District Twisp-Miles Milliken**

176 Mr. Milliken from Twisp discussed and presented an interlocal agreement for a recreation district that
177 would pay for a new swimming pool in Twisp. (attached) Methow Aquatic District (MAD) under the
178 Metropolitan Park District (RCW 35.61.010) He stated the benefits of having a swimming pool. The
179 current pool is beyond repair and the funds in the Wagner fund is running out. This district would fund
180 a new pool, manage the funds, and friends of the pool has fund raised. It is now a burden on the town
181 and tax burden of the residents, but the creation of the district would help relieve the residents and town
182 burden of supporting the pool solely.

183

184 Form a board of five commissioners with an ex officio process he relayed who that would be. They
185 would be appointed positions.

186

187 Commissioner Branch stated if the community wants to vote in a tax for this then he is all for it. He said
188 understands

189

190 Commissioner Hover explained the importance of having elected officials on the district board. This
191 district board would be one city council from Twisp one from Winthrop, one county commissioner
192 automatically and one person appointed by Twisp Council and one by Winthrop Council. There is a
193 heavy demand on council members service so the district would need an appointment process that
194 might consider other options. Mr. Milliken explained the potential levy that would run the district and
195 generate 1.7 million dollars. (attached) The vote of the people would be answer whether or not to allow
196 an interlocal between the three bodies, and they are okay with the board taxing up to \$0.75 per \$1,000.
197 The board, once created, would decide the actual amount that the people would vote to be taxed.

198

199 Mr. Milliken asked for the commissioners' thoughts on the interlocal agreement draft as it is written now
200 for the November Ballot. He would like the commissioners support on the endeavor and any thoughts
201 or concerns about the interlocal. The commissioners would adopt the ILA via resolution. Winthrop has
202 indicated they would decide after petition signatures are received.

203

204 Commissioners discussed the proposal. Commissioner Hover stated the system for the district would
205 include safeguards because the board would consist of elected officials.

206

207 Commissioner Hover thinks the structure looks good and he feels willing to sign the interlocal
208 agreement if the tax payers decide they want this tax. Both Commissioner Jon Neal and Chris Branch
209 both support if the tax payers decide they want this tax.

210

211 Mr. Milliken will follow up at a future point.

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Department Head Quarterly Update

Sheriff Budrow, Rick Ballam, Mike Worden, Chief Corrections Stephen Wolak?, Pete Palmer, Dave Rodriguez, Pam Johnson, Nicole Moore, Cari Hall, Naomie Peasley, Lauri Jones, Karen Beatty, Maurice Goodall, Shelley Keitzman, Lisa Schreckengost, Kathleen Descoteaux, Susan Speiker, Jerry Paul, Jan Million, Joe Poulin, Kaya Wells-Yoakum, Thomas Even, Esther Milner, Albert Lin

Commissioner Branch discussed the County submitting for .09 project that would be prioritized for infrastructure funds process and leveraging grant funds. Projects are prioritized by the Economic Alliance and the list then is adopted by the BOCC. He explained what the .09 funds are from portion of money that comes back to the county. The county bonded the money to help prevent the legislature from doing away with the money. It is extended for another 30 years. Commissioner Branch discussed committing funds for improvements to the rail. Mike Worden explained city of Brewster would like to see county communications projects on the priorities list in order to qualify further for state funding. The prioritization of projects on the list help the project qualify for other funds. The county currently supports a bond for City of Omak Stampede Arena that will end soon. The prioritization application will be out soon and presentations happen by the Economic Alliance in August.

HR Director Shelley Keitzman explained the need to reconstitute the Safety Committee. The first meeting is July 5 and items to be discussed at that meeting were relayed by Ms. Keitzman. There are 11 people on the committee made up of some elected officials and their staff.

The Public Records Process fee schedule was discussed. Establishing a threshold of \$20 and under that we would not charge for. Commissioner Hover asked about the Public Records officer and whether there is a policy on how public records are handled now. Ms. Keitzman explained the portal process. Commissioner Hover stated not all public records requests are in paper form and to be sure departments know when it might be. The website will be able to direct people to information when that is requested. Commissioner Branch would like clarification between information and public records.

Auditor Hall said the budget call letter will go out July 11 for budget requests. There is no way for the auditor to get all of June revenues on the spreadsheets so it will include up to May 30th instead. The second issue is the budgets are due back to the auditor August 14 and then they have to have it to the commissioners by September. Please do not wait until August 14 to get budgets to the Auditor. Commissioner Hover reminded the departments that the submitted budgets are not set they are preliminary based on a guess of revenue and expenditures. Auditor Hall explained the auditor's office is responsible for entering the salary and wage taxes amounts into the spreadsheet because those are the positions authorized by the commissioners.

The Auditor and Treasurer are beginning to look at the Capital Assets inventory policy and some needed improvements to make it easier to understand. Having the Capital and Small and Attractive asset process together instead of separate. The definitions have been revamped. The draft will be circulated to those who would like to review for and give feedback. She explained all small and attractive assets must be tagged with county's "eden" asset number and record cross reference with the department asset number if one is used.

Munis go live has been postponed until January 2025 because Munis wanted a staged go live sooner and we simply did not agree with that. It does give us time to ensure the process and transferred info correct.

Commissioners discussed the cartoon in the Methow Valley news depicting the BOCC and rural character of the county.

264 Mike Worden asked about the ARPA “clawback” clause the feds are talking about. Commissioners did
265 not believe it would affect us. The funds are in our bank account and funds are obligated. He stated an
266 alert was received due to a Wenatchee fire that has mobilized and they are calling the fire the “Methow
267 fire”. Not sure why.

268
269 Lauri Jones explained Public Health will be receiving HEPA filters (3 pallets) They planned to give one
270 to each senior center and anyone who is home bound. Libraries, city buildings and then plenty for
271 departments that request. A machine that can detect quantifiable amounts of types of drugs for
272 overdoses. Coroner Rodriguez explained the machine will return information on samples such as urine.
273 A great partnership for agencies. There are also test strips that help with drugs that are not detected
274 under other ways. Working with Shelley Keitzman on the CPR and AED training which will be
275 scheduled soon.

276
277 Sheriff Budrow explained he is ramping up for the Fourth of July as it is going to be a long week. He
278 suggested fireworks only be used in designated areas such as the Stampede park.

279
280 Karen Beatty explained some issues with Laserfiche failure. She explained what the problems were
281 and how those are being resolved. It is 11 terabits. There is so much data that is past retention and we
282 need to pair down what is backed up. She suggested archiving only the permanent data. It takes at
283 least 15 hours to back up the system when things go right. It is imperative to pare down what we store.
284 She will go through each department to try and reduce the what we do not need and can purge. Ms.
285 Beatty discussed the switch transfer where there will be a day on July 9 the network will be down.
286 Adobe Pro has rolled out and is up an running.

287
288 Commissioner Branch explained the process for updating the county code. Esther Milner may get a
289 hold of departments to discuss things that are outdated that the public is currently looking at.

290
291 **Finance Committee Meeting-Treasurer Pam Johnson**
292 Cari Hall, Lisa Schreckengost

293
294 Treasurer Johnson provided the Finance Committee Meeting Agenda. (attached)

295
296 Treasurer Johnson and Auditor Hall discussed the items listed on the agenda.

297
298 The group discussed the revenue year to date data for each budget. Commissioner Hover noted that
299 the Fairgrounds budget be reviewed because only 16.40% of expected revenue has been received.

300
301 The group will revisit the Asset Policy after the departments review and provided feedback.

302
303 Treasurer Johnson discussed the arbitrage compliance specialists report. Commissioner Hover
304 explained the public works shops will generate large invoices that will affect this.

305
306 County Assistance description was discussed.

307
308 Treasurer Johnson explained information she received for Bonding the 911 Project equipment. It is
309 allowed and has been done before by other counties such as Franklin and Grant Counties. (attached)
310 Standard and Poor’s bond ratings are done more frequently now. Jim Nelson with DA Davidson, told
311 her he is willing to meet with us to discuss further should we need more information.

312
313 Treasurer Johnson discussed having in our policy how registered warrants interest is dealt with now
314 that interest rates are going up. Do we want to raise that? We allow agencies to be on registered
315 warrants for three years. Aeneas Lake Irrigation is currently on registered warrants.

316
317 Commissioners discussed investments.
318
319 Auditor Hall discussed the budget call letter for Jr. Taxing Districts was November 1, but the districts
320 are pushing back on that date. She would like to work with the district and has reached out to Esther
321 Milner to discuss the statutory requirements of her office regarding the Jr Taxing districts.
322 Commissioner Hover asked if the BOCC could approve a letter stating the date the Jr. Taxing Districts
323 budget be submitted to the county once Esther Milner has given some feedback.
324
325 Auditor Hall explained the mutual arrangement that department heads meet with the board about their
326 budget(s) that really makes a positive difference.
327
328 **Motion CDBG CV-1 Grant Amendment C**
329 Commissioner Hover moved to approve Department of Commerce CDBG CV-1 Grant Agreement No.
330 20-6221C-119 amendment No C and authorized the chairman to sign the amendment regarding a six-
331 month extension of the grant. Motion was seconded, all were in favor, motion carried.
332
333 **Commissioners to set Wednesdays Agenda by 4:30 PM**
334 No meetings were set for Wednesday.
335
336 **Motion - Voucher Approval - Commissioners**
337 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those
338 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a list,
339 and made available to the Board. As of this date, the Board did vote, by unanimous vote, to approve
340 the regular vouchers in the amount of \$235,119.32. Warrant numbers as cited on the attached blanket
341 voucher list. Motion seconded and carried.
342
343 The board adjourned at 4:04 p.m.
344