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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

JUNE 6, 2023

8:15 AM Discussion Follow-up-Superior Court Staffing-Judge Rawson, Dennis Rabidou
9:00 AM Discussion-Appointed Group Wages
9:15 AM Public Comment Period
10:00 AM Round Table-Finance Discussion
10:30 AM Update-Communications/Dispatch-Mike Worden
11:00 AM Update-Public Works-Engineer Josh Thomson
1:30 PM Discussion-Contract & Projects-MJ Neal Architects
3:00 PM Quarterly Update-Tonasket Forest Ranger District-Ranger Matt Marsh
3:30 PM Review Meeting Minutes May 30, 2023
4:00 PM Approve Commissioner Proceedings, May 30, 2023
4:05 PM Commissioners to Set Wednesday's Agenda
4:10 PM Consent Agendas

The Okanogan County Board of Commissioners met for a regular meeting at 123 5th Avenue North, Okanogan, Washington on June 6, 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.

Commissioner Hover did not attend the following discussion with SC.

Discussion Follow-up-Superior Court Staffing-Judge Rawson, Dennis Rabidou

Superior Court Clerk Susan Speiker, Assessor Larry Gilman

Mr. Rabidou provided wage information to the board but not the clerk of the board for the record. He explained his previous discussion about providing a bonus to the interpreter. He said the auditor said it is not an issue as long as it is not back dated. He had a sense that the BOCC wished to fix the position wage with a reclassification rather than a bonus. The current pay rate of the state is \$50 higher and some neighboring counties pay \$40 for interpreter services. He suggested a proposal for the increase and reclassification with no budget impact this year due to unfilled positions. The cost for the reclass is \$11,376 this year.

Mr. Rabidou said if someone is recruited and hired by July and they start at the new classification at step one would put their budget in the negative and may not have zero impact on their budget. He explained the importance of the position needed for the transition.

Judge Rawson said they were not asking for the retention bonus. Commissioner Branch said it would be interesting to attend a trial when the interpreter providing the interpreting services. Mr. Rabidou said the relay takes time in court and interpreter services costs less in time and money. Judge Rawson reiterated how slow a relay service can be.

53 **Motion Interpreter Position Reclassification**

54 Commissioner Neal moved to approve going forward with the resolution needed for the request
55 for the reclassification of the interpreter position. Motion was seconded all were in favor, motion
56 carried.

57
58 Commissioner Hover arrived at 8:29 a.m.

59
60 **Public Comment Period**

61 Ruth Hall, member of the public, had no comment. Lisa Schreckengost, Chief Financial Officer
62 had no comment.

63
64 **Discussion-Appointed Group Wages**

65 Sheriff Budrow, Undersheriff Yarnell, Rick Balam, Beth Barker

66
67 The clerk of the board presented a draft resolution regarding her request for stipend for work
68 she is assigned that are more complex higher work responsibilities that are outside her job
69 description such as EMS Districts contracts and budget.

70
71 Commissioner Branch suggested a more deliberate time on the BOCC agenda to discuss EMS
72 Districts on a monthly basis when considering the vouchers. There are legislative issues during
73 legislative session that could affect things like Medicaid and such that should be part of the
74 discussion.

75
76 When the Board requires help on legislative issues at WSAC on things like Medicaid payment
77 increases for EMS costs and budget impacts of the EMS districts are discussed then these be
78 identified and a deliberate discussion is scheduled to discuss those matters.

79
80 The Sheriff presented a draft resolution regarding a stipend for Chief Civil Deputy Beth Barker.
81 The office is short a sex offender program administration and would be another hat the Chief Civil
82 Deputy would wear in order to keep those funds coming in \$85,000 annually. Right now, we are
83 out of compliance with the program and the state is possibly pulling the funding unless the
84 program becomes compliant. Undersheriff Yarnell said the Grant is through WSPAC and received
85 since 2008. Commissioner Hover asked if the Chiefs had to be commissioned officers, but all of
86 them are commissioned. The Sheriff explained the difference between commissioned and
87 noncommissioned appointed Chiefs and difference between state certification and powers
88 appointed by the Sheriff. All three appointed positions are equivalent in the way they get
89 appointed. The appointed positions of the Chief Civil, Chief Jailor, and Chief Criminal positions.

90
91 Commissioner Hover reviewed the budget for revenue from the Grant that was not budgeted. Ms.
92 Barker stated in 2009 a resolution was signed and funds go into current expense not in the sex
93 offender section. A specific line BARS was given in 2008 in 001.017 which is problematic as there
94 is no way to accurately track where the money is spent. The 2008 resolution expired. The revenue
95 is currently attached to a general field deputy BARS code. Undersheriff Yarnell explained there is
96 no way to have expenditures from that line item, so the auditor created expenditure lines for the
97 sex offender grant like marine patrol grant S&R funds. There are two sex offender lines in 001.017.
98 Ms. Barker provided the BARS for the Sex Offender Program.

99
100 The stipend request would supplant wages while the board decides to include the Chief Civil
101 Deputy with the other Chiefs. The monthly stipend will allow payment to Ms. Barker for the
102 program administration. A budget adjustment will be needed from the unfilled deputy line to the
103 stipend line. Commissioner Hover stated he doesn't like stipends. Sheriff Budrow said this was

104 temporary until the budget included funds to pay the Chief Civil Deputy according to the other
105 Chief Deputies. The grant is based on deliverable revenue based rather than reimbursement
106 based. Commissioner Hover stated the position should not be paid a stipend but rather the
107 position includes the responsibility and be paid in the regular wages. As long as it is deliverable
108 showing proof of expenditures isn't necessary.

109
110 Sheriff Budrow asked whether the commissioners were considering the Chief Civil Deputy
111 position with the other Sheriff's Chief Deputies? Commissioner Hover explained the process to
112 repeal and replacement previous resolutions involved. Commissioner Branch said the approach
113 has been to increase Ms. Barkers salary. The group discussion is because she has been part of
114 the group. Commissioner Hover said the other two Chief salary's are tied to Sgts salary and the
115 Sheriff is requesting the Chief Civil Deputy be considered that way. Commissioner Hover said
116 that group was set by a different set of BOCC. The three positions have similar liability that they
117 deal with. Commissioner Branch sees something else happening in the jail and other county jail
118 managers are there, to him it is relative to what we demand on the Sheriff's office. Is it really
119 justified? Sheriff Budrow stated he could not replace the knowledge base of the Ms. Barker with
120 anyone. Commissioner Hover said it takes him a long time to go over the justification for doing
121 this. Undersheriff Yarnell discussed what he is hearing with regards to the Sex Offender grant
122 \$88,000 provided by the state for deliverables.

123
124 Commissioner Hover stated previous resolution that set the three chiefs and write another
125 resolution describing this discussion and history and repeal the previous resolution that sets the
126 sheriff wage and adds some of that language and the chief civil position into that group.

127
128 The resolution will be drafted and submitted to the Clerk of the Board for commissioners'
129 consideration. The group thanked the board and exited.

130
131 The Commissioners continued discussing the Chief Deputies group of the Treasurer, Assessor,
132 and Clerk that are appointed whenever there is a new elected position change. The Clerk of the
133 Board is appointed by the BOCC but not every time the BOCC changes. The commissioners
134 discussed the differences and the amount of responsibilities the Clerk has as the repository for
135 keeping the historical records. Commissioner Branch explained the distinctions he felt should be
136 considered because the longevity of the Clerk staying the same is important. Commissioner Neal
137 said the Clerk of the Board holds an equal amount of liability as the Sheriff's Chief Civil Deputy.
138 Commissioner Branch and Commissioner Hover felt the same way.

139
140 Commissioner Hover stated there is an out of class issue involved with the Clerk of the Board.
141 Looking at the comparable counties there are Clerk of the Board positions paid more than their
142 commissioners due to duties assigned. Tying in the remaining six deputies to their elected's
143 salary.

144
145 Commissioner Hover said Ms. Peasley needs the recommendation to purchase floor scrubber
146 today. He will be attending union negotiations at 10:30 a.m.

147
148 **Round Table-Finance Discussion**
149 Auditor Cari Hall, Treasurer Pam Johnson, and Finance Manger Lisa Schreckengost

150
151 Auditor Hall explained the need to update the county's asset policy. She provided an updated
152 drafted with changes. (attached) She explained some policy incorporated from MRSC. Capital
153 Assets and small and attractive assets are combined into the policy and requires physical
154 inventory of each type and one certification of both. She explained the clarifications of the

155 definition of small and attractive items. She further went over the draft policy and timelines of
156 when the list is due. Commissioner Hover asked for clarification of employees being prohibited
157 from taking county property. Commissioner Hover looked up the recommendation of MRSC.
158 Definitions RCW 42.23.020 and conflict of interest RCW 42.23.030.

159
160 RCW 36.32.080 states that the Treasurer handles all sales surplus property. Treasurer Johnson
161 said historically the treasurer oversees only real property auctions and the clerk of the board
162 oversees the other item sales.

163
164 Auditor Hall relayed that the timing for getting the budget letter to department heads doesn't allow
165 the budget numbers to include June's numbers. The 2024 preliminary budget numbers would
166 include only May. She said the initial revenue numbers can be sent to the department heads to
167 meet the RCW then later the numbers can be updated. Commissioner Branch recognized the
168 issue.

169
170 Commissioner Branch stated the Capital Assets definition in the Asset Policy be consistent with
171 our Capital Improvement Plan definitions. The policy places department's inventory and
172 certification responsibility on the department heads. Commissioner Branch asked what
173 incentivizes the department head to properly conduct their inventory. Auditor Hall explained
174 training will be important and would help outline expectations clearly. Commissioner Branch
175 suggested use of Department Head meetings to outline the policy and expectations. Auditor Hall
176 suggested looking at other county asset policies for consistency and ideas on consequences in
177 the policy.

178
179 **Update-Communications/Dispatch-Mike Worden**
180 Chief Worden updated the board on a few items. The courthouse generator continuing
181 maintenance was discussed. The power systems West supplied the generator and offered a
182 maintenance contract. He reached out for comparison costs for the maintenance which are about
183 the same as Power Systems West. Legacy is a few dollars less. Facility maintenance cost within
184 that budget would be around \$1600 annually. Legacy does the maintenance on the Jail Generator
185 and so there are efficiencies if chosen. Chief Worden recommended Legacy.

186
187 **Motion Courthouse Generator Maintenance Contract-Legacy**
188 Commissioner Neal moved to approve and authorize the chairman to sign the Courthouse
189 Generator maintenance contract with Legacy pretax amount of \$1,565 for the annual service.
190 Motion was seconded, all were in favor, motion carried.

191
192 The Clerk of the Board will coordinate with the facility maintenance to include the generator in the
193 PM Schedule.

194
195 Chief Worden discussed the early adopter for Pitcher Mountain equipment to ensure the
196 equipment works properly. The finalized contract will be about \$390,000 out of fund 161.

197
198 Equipment shed environmental work and approval process by the City of Okanogan was
199 discussed. It was hopeful they will schedule the authorization sometime in July by the city's Board
200 of Adjustment. Commissioner Branch asked if the tribe has commented. The project is moving
201 along and next steps should be known in July.

202
203 Chief Worden discussed the Tunk Mountain project to install a concrete building. Bids were
204 published for the upgrades. All five vendors acknowledged receipt but only one responded at
205 around \$91,673.88 higher than expected. Legacy Power systems was the respondent. There is

206 no reason to reject the bid and it is his recommendation to approve. This is an ARPA funded
207 project.

208

209 **Motion Accept the Legacy Power Systems Bid for Tunk Fire Hardening Building**

210 Commissioner Neal moved to approve the bid and award the project to Legacy Power Systems
211 in the amount of \$91,673.88 and authorized the chairman to sign the proposal. Motion was
212 seconded, all were in favor, motion carried.

213

214 Chief Worden explained staffing levels of the Dispatch Center and he plans to continue radio
215 advertisements for the openings. He currently has 10 out of 13 positions filled. The Sheriff is
216 creating recruitment videos and Chief Worden thought of using that for digital ads. Commissioner
217 Branch suggested utilizing the Radio Open Line to relay to the public recruitment and information.

218

219 Chief Worden discussed early adopter and front-end costs for the bigger communications project
220 that will be coming. He discussed timelines with the consultant for the big purchase and they
221 thought next spring or early summer is when they expect the big financial part of the project to
222 come into play.

223

224 **~~CANCELLED Update Public Works Engineer Josh Thomson~~**

225

226 Commissioners recessed until 1:30 p.m. with Commissioner Hover continuing to attend union
227 negotiations.

228

229 **Discussion-Contract & Projects-MJ Neal Architects**

230 The MJ Neal and Associates group introduced themselves. Mr. Neal provided the contract B101
231 for on call architectural services and contract B102 with the proposal attached for the Justice
232 Building Superior Court Renovation project. Commissioner Branch signed both contracts as he
233 was previously authorized to sign by the Board.

234

235 The group has a good idea of the Justice Building Superior Court Renovation project and
236 discussed pitfalls. There doesn't seem to be sufficient space for parking and consideration for that
237 and figured out. The city will be looking at that. Two issues, what will the city require and will a
238 variance need to be considered, but what is the real need for parking of the courts. Roof load
239 needs and additional structural capacity consideration has to be higher standards. Energy codes
240 will also need to be considered. It was found to be worthwhile to add onto the building for some
241 of the needed accommodations. Will need to meet with department heads about the placement
242 of additions to keep the overall footprint allowing for needed parking. Mechanical systems may
243 need to be replaced with one or two HVAC units and an added space could be designed for those
244 systems. The shed building is constructed of steel with wood interior.

245

246 The group reviewed the drawings to look at the lot space to identify room for needed parking.
247 Commissioner Branch said as we get into the conversation about adding the Juvenile facility there
248 is some uncertainty involved and a conditional use permit will likely be needed for that.

249

250 Drawings were discussed. (attached) it was thought the current building has room to
251 accommodate all needs without building the annex. Square foot footprint would be decreased
252 28000 to 24000. Mr. Neal said meeting with departments individually on the idea then put
253 something on paper as a result with a bigger group discussion after.

254

255 Discussed the courthouse exterior renovation, interior floor replacement assessment, courthouse
256 annex window replacement and tower windows replacement.

257
258 Discussed single point of entry. Services are located on the west side and so customers think
259 about it as the main entrance. The Clerk of the Board will work on a schedule for the Architect to
260 meet with departments on the ideas discussed today. The group toured the courthouse.

261
262 The blue prints for the courthouse and the annex were provided to the architect. A set will be
263 scanned for the county and then the originals will be returned.

264
265 **Quarterly Update-Tonasket Forest Ranger District-Ranger Matt Marsh**

266 Tonasket Forest Ranger Matt Marsh provided the Tonasket Forest Service quarterly update. The
267 main thing has been roads washouts, poor maintenance etc... The most recent information on
268 Crawfish Lake Road is that the road is getting some attention. A log jam and mud slide has
269 happened on the transition line between forest and county. That road maintenance gets worked
270 out between them. The road was opened to 4x4 vehicles that have high clearance. It is passable.
271 Things need to dry out before additional work can be planned.

272
273 A similar road issue happened on North Fork Salmon Creek FS Road 42. FS was able to amend
274 the road and is now opened in gravel status. One of the big projects is to grind up the road all the
275 way to Salmon meadows and shaped with ditches so a blade can easily manage then later put
276 asphalt back on it. Plans for heavy maintenance on the road up to DNR is planned. It is one of
277 the most used areas for motorized recreation. Retained receipts will fund these projects. Funding
278 is set for the Tonasket road system.

279
280 Loup Loup connector (Bud Pass) blew out as well so the gate is closed to both Methow and
281 Conconully traffic, but repairs are high priority. These projects will be bid locally due to better
282 turnout and better results. VIPER process is usually used for fire purposes and is being looked at
283 for other projects. Matt will look at the Economic Alliance process when that begins again.

284
285 Mr. Marsh said he has been keeping land owners updated in the Bonaparte area and he has a
286 good repoire with most in the Lightning creek drainage. The plan is to reroute the FS 100 road
287 and get it off private land and relocate and realign it. Plans include working on that June of 2024
288 to put iron on the ground to shape it up.

289
290 Small service contracts were discussed but he only has about \$3500 he can use for these. He
291 would like more of a forest wide agreement that will allow the mechanism to provide more funds
292 for those emergency type issues. He doesn't want to take away private opportunities. This will
293 expand his ability rather than limit it.

294
295 Over the last 30-years, areas like Swanson Mill and Pontiac Ridge now have many private land
296 owners and they would like more road maintenance on the Forest Service roads. He will continue
297 working with the county in order to provide better road maintenance on those roads by the county.

298
299 This Saturday is Bonaparte fishing day and the Forest Service is partnering with American Legion
300 Home Depot, and DFW to provide a great fishing event.

301
302 **Motion Purchase Approval Fairgrounds Floor Cleaner Purchase Approval**

303 Commissioner Neal moved to approve the Fairgrounds to purchase the floor cleaner machine
304 from Weinstein in the amount of \$11,600 as recommended by the Fairgrounds Manager. Motion
305 was seconded, all were in favor motion carried.

306
307

308 **Motion Contract Amendment #8 Department of Corrections Bed Rate Adjustment**
309 Commissioner Neal moved to approve the Contract No K9427 Amendment #8 with the
310 Department of Corrections regarding bed rate adjustment. Motion was seconded, all were in favor,
311 motion carried.

312
313 **Review Meeting Minutes May 30, 2023**
314 Commissioners reviewed the meeting minutes.

315
316 **Approve Commissioner Proceedings, May 30, 2023**
317 Commissioners decided to wait until the full board was present to consider.

318
319 **Commissioners to Set Wednesday's Agenda**
320 No meeting.

321
322 **Consent Agendas**
323 Commissioner Neal moved to approve the consent agenda items 1-6, as listed. Motion was
324 seconded, all were in favor, motion carried.

- 325 1. **Contract-CRP No. 9114-06 Twisp River Road, Bridge Deck Repair-Razz Construction, Inc.**
- 326 2. **Agreement-Hunter Mountain Acquisition Project Statutory Warranty Deed-WA State Fish & Wildlife**
- 327 3. **Re-appointment Letter-Okanogan County Fair Advisory Committee Position #7-Carol Sivak**
- 328 4. **Contract-CRP No. 9221-06 Salmon Creek Drainage Materials Testing Services-North Central Testing &**
329 **Inspection LLC**
- 330 5. **Revised Special Occasion Liquor License-Okanogan County Fair Grounds June 22, 2023-Marilynn Taylor**
- 331 6. **Special Occasion Liquor License-Loup Loup Ski Bowl 97 FS, 4200 100 Rd, June 16, 17, 2023-Jamie More**
332 **Tietjen**

333
334
335 The board adjourned at 4:23 p.m.
336