

1 **RECORD OF THE PROCEEDINGS**

2
3 **OKANOGAN COUNTY**

4
5 **MARCH 20, 2023**

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7

8	9:00 AM	Review Commissioners Agenda & Consent Agenda
9	9:05 AM	Briefing Among Commissioners – Discuss Weekly Meetings & Schedule
10	9:15 AM	Public Comment Period
11	9:30 AM	Commissioner’s Staff Meeting
12	10:30 AM	Discussion-Lodging Tax Application Process & Funding-Commissioners
13	11:00 AM	Public Hearing Budget Supplemental Appropriation-Public Works Windows
14	11:10 AM	Public Hearing Budget Supplemental Appropriation-Elections
15	11:15 AM	Discussion-Fair Administration-Shelley Keitzman
16	11:30 AM	Update-Fairgrounds-Naomie Peasley
17	1:30 PM	Update Planning & Development-Pete Palmer
18	2:30 PM	Discussion Blake Refund Bureau-Reallocation of Money for Okanogan County

19
20 The Okanogan County Board of Commissioners met for a regular meeting at 123 5th Avenue
21 North, Okanogan, Washington on March 20, 2023 with; Vice-Chairman, Commissioner Andy
22 Hover; Member, Commissioner Jon Neal; and the Clerk of the Board, Crystal Hawley, present.

23
24 AV Capture and Zoom provided audio and video accessibility for public interaction.

25
26 The pledge of allegiance was recited.

27
28 **Review Commissioners Agenda & Consent Agenda**

29 The commissioners reviewed their agenda and consent agenda.

30
31 **Briefing Among Commissioners – Discuss Weekly Meetings & Schedule**

32 The commissioners briefed among themselves, discussing their weekly meetings and schedules.

33
34 **Public Comment Period**

35 A member from the public, Katie Haven was present.

36
37 There was no public comment

38
39 **Commissioner’s Staff Meeting**

40 Planning Director, Pete Palmer, was present

41
42 Planning Department

43 Planning Director, Pete Palmer, updated the commissioners on her department updates. She
44 asked Commissioner Neal if he had reached out to the sheriff about No Paws Left Behind.

45
46 Commissioner Neal explained that he did reach out to the sheriff, but he wasn’t sure if he had
47 made a visit to the property. He advised Ms. Palmer to reach out him and see before she visits
48 No Paws Left Behind.

49
50 Maintenance

51 Maintenance manager, Joe Poulin, explained that Okanogan School District reached to see if they
52 could use the County lot for contractor parking. Some of the jobs the contractor will do, is schedule

53 deliveries and haul demolished portable activities out through the access road, through the county
54 parking lot, as to not to conflict with normal school parking, drop-off, pick-up, and kitchen deliveries,
55 etc.

56
57 This should be little disruption to the Counties normal day to day operations. They will have the
58 subcontractors park in the back and walk in along the dirt access road.

59
60 The commissioners asked Mr. Poulin to reach out to the school and get an estimated start time on
61 this project.

62
63 Mr. Poulin provided the commissioners a proposal for the courthouse elevator doors that Otis
64 suggested to update. The doors on the car and at the hoist way entrances will be power-operated
65 by means of an OTIS GLIDE™ A door operator mounted on top of the car or attached to the car
66 header. The door operator utilizes a closed loop system and direct drive belt technology designed
67 to provide consistent door performance despite changes in temperature or wind, and despite the
68 presence of minor debris in the door track. Using a high-resolution encoder, the system monitors
69 position data and adjusts performance to match operation parameters. It will also have a self-
70 learn feature that enables the system to more efficiently be tuned.

71
72 Mr. Poulin explained that as of right now, all of the courthouse elevator doors are working and not
73 needing to update.

74
75 Mr. Poulin would like to have Tim Meadows get his pesticide applicator license and was seeking
76 permission from the commissioners. He explained that he was the only one licensed, so it would
77 be nice to have one other licensed.

78
79 Chairman, Commissioner Branch joined the meeting at 10:00 a.m.

80
81 Emergency Management

82 Maurice Goodall held to town hall meeting with the bureau regarding the Conconully Dam. The
83 Dam is over one hundred years old, so the bureau is doing a study on it. There are several options
84 they talked about. Commissioner Branch explained that this is pre-NEPA and to keep that in mind
85 that NEPA requires federal agencies to assess the environmental effects of their proposed
86 actions prior to making decisions.

87
88 **Discussion-Lodging Tax Application Process & Funding-Commissioners**

89 Commissioner Hover explained that the LTAC met with Okanogan County Tourism Counsel to
90 make sure they are in compliant with their DMO.

91
92 Commissioner Hover said that Don Linnertz from the LTAC had emailed him and he believes that
93 the committee needs to get 100% clear on what we're expecting them to do this year with regard
94 to technology and website upgrades to prevent the committee coming back at the end of this year
95 frustrated that OCTC didn't do anything.

96
97 The commissioners discussed the following RCWs.

98
99 **RCW 67.28.120**

100 Authorizes any municipality is authorized either individually or jointly with any other municipality,
101 or person, or any combination thereof, to acquire and to operate tourism-related facilities, whether
102 located within or without such municipality.

103

104 **RCW 67.28.1816**

105 **Lodging tax—Tourism promotion.**

106 (1) Lodging tax revenues under this chapter may be used, directly by any municipality or indirectly
107 through a convention and visitors bureau or destination marketing organization for:

- 108 (a) Tourism marketing;
- 109 (b) The marketing and operations of special events and festivals designed to attract tourists;
- 110 (c) Supporting the operations and capital expenditures of tourism-related facilities owned or
111 operated by a municipality or a public facilities district created under
112 chapters 35.57 and 36.100 RCW; or
- 113 (d) Supporting the operations of tourism-related facilities owned or operated by nonprofit
114 organizations described under 26 U.S.C. Sec. 501(c)(3) and 26 U.S.C. Sec. 501(c)(6) of the
115 internal revenue code of 1986, as amended.

116 (2)(a) Except as provided in (b) of this subsection, applicants applying for use of revenues in this
117 chapter must provide the municipality to which they are applying estimates of how any moneys
118 received will result in increases in the number of people traveling for business or pleasure on a
119 trip:

- 120 (i) Away from their place of residence or business and staying overnight in paid accommodations;
- 121 (ii) To a place fifty miles or more one way from their place of residence or business for the day or
122 staying overnight; or
- 123 (iii) From another country or state outside of their place of residence or their business.

124 (b)(i) In a municipality with a population of five thousand or more, applicants applying for use of
125 revenues in this chapter must submit their applications and estimates described under (a) of this
126 subsection to the local lodging tax advisory committee.

127 (ii) The local lodging tax advisory committee must select the candidates from amongst the
128 applicants applying for use of revenues in this chapter and provide a list of such candidates and
129 recommended amounts of funding to the municipality for final determination. The municipality may
130 choose only recipients from the list of candidates and recommended amounts provided by the
131 local lodging tax advisory committee.

132 (c)(i) All recipients must submit a report to the municipality describing the actual number of people
133 traveling for business or pleasure on a trip:

- 134 (A) Away from their place of residence or business and staying overnight in paid accommodations;
- 135 (B) To a place fifty miles or more one way from their place of residence or business for the day or
136 staying overnight; or
- 137 (C) From another country or state outside of their place of residence or their business. A
138 municipality receiving a report must: Make such report available to the local legislative body and
139 the public; and furnish copies of the report to the joint legislative audit and review committee and
140 members of the local lodging tax advisory committee.

141 (ii) The joint legislative audit and review committee must on a biennial basis report to the economic
142 development committees of the legislature on the use of lodging tax revenues by municipalities.
143 Reporting under this subsection must begin in calendar year 2015.

144 (d) This section does not apply to the revenues of any lodging tax authorized under this chapter
145 imposed by a county with a population of one million five hundred thousand or more.

146
147 The commissioners think it is very important to meet with the LTAC committee and OCTC to give
148 direction.

149 **Public Hearing Budget Supplemental Appropriation-Public Works Windows**

150 Public Works Maintenance Manager, Gary George was present.

151
152
153 Commissioner Hover opened the Public Hearing to staff. Gary George from Public Works
154 explained that the budget supplemental appropriation within the Local Assistance and Tribal

155 Consistency fund in the amount of \$41,000 was to replace 37 windows in the Public Services
156 Building. Commissioner Hover closed to staff and opened to public. Commissioner Hover
157 closed to public and opened it to the Board of County Commissioners.

158
159 **Motion**

160 Commissioner Hover moved to approve Resolution 43.2023 in the amount of \$41,000.,
161 authorizing a budget supplemental appropriation within the Local Assistance and Tribal
162 Consistency fund in the amount of \$41,000. to replace 37 windows in the Public Services
163 Building. Motion was seconded. All were in favor. After discussion, motion was carried.

164
165 **Public Hearing Budget Supplemental Appropriation-Elections**

166 Commissioner Hover opened the Public Hearing to staff. Cari Hall explained the budget
167 supplemental appropriation is for the funds are from Cyber-Physical Security Grant in the
168 amount of \$44,000 and will be appropriated and used for Small Tools/Minor Equipment and
169 Capital Outlay within the Elections Budget. Commissioner Hover closed to staff opened to
170 the public. There was no comment. Commissioner Hover closed the hearing to the public and
171 opened to the Board of County Commissioners.

172
173 **Motion**

174 Commissioner Branch moved to approve Resolution 44.2023 authorizing a budget
175 supplemental appropriation within Current Expense Elections budget in the amount of
176 \$44,000. Motion was seconded. All were in favor. Motion carried.

177
178 **Discussion-Fair Administration-Shelley Keitzman**

179 HR Risk Manager, Shelley Keitzman, asked if the Board of County Commissioners would
180 consider to allow her to advertise for Fairgrounds Administrative Secretary at a full-time part-
181 time position. She explained that this position has been open for quite some time, so there is
182 plenty of budget.

183
184 **Motion Fair Administrative Secretary Position**

185 Commissioner Hover moved to approve the Fairgrounds Administrative Secretary position to
186 be a Full-Time Part-time position from date of hire to the end of the year. Motion was
187 seconded. All were in favor. Motion carried.

188
189 Ms. Keitzman will draft a resolution for the board to consider regarding hiring bonuses for the
190 corrections officers in Juvenile. Ms. Keitzman will also send out a MOU to the union for
191 consideration.

192
193 **Update-Fairgrounds-Naomie Peasley**

194 Fairground's manager, Naomie Peasley, updated the commissioners on her department
195 updates.

196
197 The commissioners and Ms. Peasley discussed that the home economics barn needs a lot of
198 repairs.

199
200 Ms. Peasley asked the commissioners if they have made any decisions on the poultry cages.
201 Commissioner Hover asked the other commissioners what they thought about purchasing
202 those. Commissioner Branch wanted to make sure that Ms. Peasley is prioritizing projects.
203 Commissioner Hover said that he will bring it up to the Fair Advisory Committee.

204
205 Fairgrounds will go live with ASTRA program for the RV Park. Potential guests can view live
206 availability any time of day or night. The program will also allow folks to pay online.
207

208 The commissioners and Ms. Peasley discussed the noble panel barns that the vendor
209 O'Connell has. Ms. Peasley will confirm their pricing.
210

211 The chairman recessed the meeting at 12:00 p.m. and will reconceive at 1:30
212

213 **Motion Executive Session- RCW 42.30.110(i)**

214 Commissioner Hover moved to on into Executive Session at 1:40 p.m. for 15 minutes under
215 RCW 42.30.110(i) to discuss with legal counsel representing the agency matters relating to
216 agency enforcement actions or to discuss with legal counsel representing the agency
217 litigation or potential litigation to which the agency, governing body, or member acting in an
218 official capacity is, or to become, a party, when the public knowledge regarding the discussion
219 is likely to result in an adverse legal or financial consequence to the agency, inviting Planning
220 Director, Pete Palmer and Chief Civil Deputy, Esther Miner. Motion was seconded. All were
221 in favor. Motion was carried.
222

223 Executive Session was extended for 10 minutes.
224

225 Executive Session was extended for another 10 minutes.
226

227 Executive Session ended at 2:15 with no decisions made.
228

229 **Update Planning & Development-Pete Palmer**

230 Ms. Palmer explained that last week she had updated the commissioners visit she had a
231 committee assistance with the Department of Ecology. They had gone through the county
232 and looked at field sites. All twelve sites didn't have a building permit. DOE is now wanting
233 the Planning Department to act on those sites.
234

235 The Department of Ecology have the authority to regulate wetlands under the state Water
236 Pollution Control Act and the Shoreline Management Act. They use the State Environmental
237 Policy Act (SEPA) process to identify potential wetland-related concerns early in the
238 environmental review and permitting process. They also have authority to review and approve
239 projects under Section 401 of the federal Clean Water Act.
240

241 Ms. Palmer explained that The Department of Ecology has over 174 flood policies within the
242 county. They have paid out 53 claims so far, with 3 having substantial damage.
243

244 DOE sent a red-line map of the flood plain management with requirements and some
245 suggestions.
246

247 Ms. Palmer discussed the DOE approach to flood plain management with the board.
248

249 Commissioner Neal asked the planning director what her department would do if someone
250 was building a big house and didn't have a building permit. Ms. Palmer explained once she
251 received the complaint, her department would go to the site to valuate. If the complaint was
252 legit, they would either confront the owner or send a certified letter the them.

253

254 **Executive Session- RCW 42.30.110 (g)**

255 Commissioner Hover moved to into Executive Session for 20 minutes at 2:40 p.m. under
256 RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to
257 review the performance of a public employee.

258

259 The board adjourned at 3:00 p.m.