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**RECORD OF THE PROCEEDINGS**

**OKANOGAN COUNTY**

**MARCH 25, 2024**

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**9:00 AM Review Commissioners Agenda and Consent Agenda**

**9:15 AM Public Comment Period**

**9:30 AM Commissioners' Staff Meeting**

**10:30 AM Discussion-Engineering Task Order Jail Center Heat Pump Design-TD&H-Dan Wolf**

**11:00 AM Briefing Among Commissioners-Discuss Individual Weekly Meetings & Schedule**

**1:30 PM Finance Committee Meeting-Pam Johnson, Cari Hall, Lisa Schreckengost**

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The Okanogan County Board of Commissioners met for a regular meeting at 123 5<sup>th</sup> Avenue North, Okanogan, Washington on March 25, 2024 with Chairman, Commissioner Jon Neal; Vice-Chairman, Commissioner Andy Hover; Member, Commissioner Chris Branch; and the Clerk of the Board, Laleña Johns, present.

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

Members of the public Emily Sisson and Mrs. Jackson attended via zoom

**Review Commissioners Agenda and Consent Agenda**

Commissioner Branch stated the LATCF report is due March 31<sup>st</sup>. He will need expense and revenue reports. Commissioner Hover stated we haven't spent any of the actual funds, we are spending investment interest only at this point. Commissioners discussed ARPA funds and what entities still have funds to spend of their allocation.

**Public Comment Period**

Neither public attendees had comment.

**Commissioners' Staff Meeting**

Fairgrounds Manager Nick Bates

Mr. Bates provided a fee waiver for the WA State Rodeo Association. There is a problem with goat heads around the north end they are asking for partial fee waiver with two options either we spray and we buy the spray, or they spray with a licensed applicator and they would buy the spray. We paid last year to have the goat heads sprayed on the entire grounds. They are only talking about the inner track and around the bleachers. Rental rate is \$750 for three days. Commissioners thought it would be a fair exchange. Work with Shelley on the type of in-kind contract needed and the identify the type of spray to be used. Or talk to Noxious Weed Dept. about specific spray that targets goat heads.

Mr. Bates said the mice are also invading the grounds. It would cost \$1000 annually for the pest control program. Commissioner Hover said he would rather not have bait traps with poison around.

Mr. Bates discussed 2023 schedule and provided his 2024 proposals for building rentals. Some buildings were taken out due to needed repairs. Commissioners discussed the proposal.

51 Planning Director Pete Palmer explained the work for the continued public hearing at the Agriplex  
52 today for the zone code that starts at 6:00 pm. The Sheriff will have some security at the hearing.  
53 Commissioners discussed time limits for people to comment, but limits depend on how many sign  
54 up to testify.

55  
56 Emergency Manager Maurice Goodall explained a meeting in Nespelem is scheduled. The river  
57 has come up a little bit. He hopes no flooding concerns happen with the rain and warm up. The  
58 Fire Chiefs are concerned about the number of calls coming in when people burn vegetation. He  
59 hoped that people call in real fires, but not call in everything little fire. The fire departments respond  
60 to all calls. Commissioners discussed how these issues could be resolved and rules enforced.

61  
62 The Clerk of the Board presented several items for the BOCC to discuss and consider.

63  
64 **Motion**

65 Commissioner Branch moved to approve and authorize the chairman to sign the Washington  
66 State Dept of Commerce Grant for Sheriff's Office Firearm Safety and Violence Prevention  
67 Community Safety Unit Grant No F22-34440-625. (up to \$246,000) Motion was seconded,  
68 Commissioner Branch discussed the scope of work as it included Community Outreach Response  
69 Engagement program (CORE) for county wide approach to community safety. The work product  
70 January 1 through December 31, 2024. Motion was seconded, all were in favor, motion carried.

71  
72 **Motion Agreement Sheriff's Association-Commissioned**

73 Commissioner Branch moved to approve the Agreement between Okanogan County Board of  
74 Commissioners and Okanogan County Sheriff Employee Association for the Sheriff's Office  
75 Commissioned group. Motion was seconded, all were in favor, motion carried.

76  
77 **Motion Hearings Examiner Professional Services Agreement -Andrew Kottcamp**

78 Commissioner Branch moved to approve the Professional Services agreement between Mr.  
79 Kottcamp and Okanogan County for Hearing Examiner Services. Motion was seconded, all were  
80 in favor, motion carried.

81  
82 **Motion Amendment #1 Sheriff/Coroner Equipment/Storage Facility MJ Neal Associates**

83 Commissioner Branch moved to approve and authorize the chairman to sign the MJ Neal and  
84 Associates Agreement Amendment #1 to include generator back up power design for the  
85 Sheriff/Coroner Equipment/Storage Facility. Motion was seconded, all were in favor, motion  
86 carried.

87  
88 **Discussion-Engineering Task Order Jail Center Heat Pump Design-TD&H-Dan Wolf**

89 Mr. Wolf stated the plan was to replace the three heat pumps. Commissioner Hover asked if this  
90 will be a closed loop system? Yes, Mr. Wolf explained the proposal and how the water will circulate  
91 with no ground water involved. A new loop would only allow circulation within the jail.  
92 Commissioner Hover stated one big problem was the return well couldn't accept the amount water  
93 that we needed to have water pumped through it. Is there a flow rate needed to achieve in order  
94 for the heat exchangers to work properly? Natalie said there was nothing about flow in the  
95 documents. The wells are out of their scope. She isn't sure if they needed to look at that.  
96 Commissioner Hover stated that water would flow out of the top of the well unless we turned the  
97 volume of water down. Make sure we test the capacity of injection well based on the flow rate.  
98 Natalie said yes, they will and take that to the tail end of the wells. It never operated at the proper  
99 rate because we got flooding out of the injection well so it was throttled back and the heat  
100 exchangers were designed to have a certain amount of flow. The design of the system must

101 consider this issue. If we are using the wells that the injection well was not able to accept the  
102 amount of water the needed to run the system.

103 Cooling towers were not in the schematics Mr. Wolf was provided. We don't know if cooling towers  
104 are needed. The original Ameresco designed system included cooling towers but they weren't  
105 actually installed. Commissioner Hover stated the system had to be so finely tuned and any  
106 deviation caused shut down issues. He wanted to make sure the closed loop system is designed  
107 with these issues of low flow rate and sediment. Commissioner Neal asked about the  
108 maintenance and life span the heat exchangers would have. Natalie recommended a 30% glycol  
109 solution but also considers the freezing. Life span is unknown but it is a small loop.

110  
111 After bid and contractors awarded, large changes would have the commissioners' final say.  
112 Seismic restraint requirements were discussed, deferred submittal. Acoustic design was  
113 discussed, and it really isn't a huge concern since we don't have library or classrooms.  
114 Commissioner Hover said if cooling towers make sense in the design would we have to go outside  
115 for the design. Ideally, we wouldn't need cooling systems. If cooling towers make sense we do an  
116 amendment. We want to make sure the system works as it is intended to for a long time.

117  
118 Commissioner Hover asked what would be added costs outside the scope of services based on  
119 what was discussed. Looking at the wells would be outside their scope of service. Mr. Wolf said  
120 additional research would be needed to determine that issue.

121  
122 **Motion TD&H Engineering Task Order 01-Jail Center Heat Pumps**  
123 Commissioner Hover moved to authorize the Chairman to sign the TD&H engineering Scope of  
124 services Task Order 01 for the heating and cooling design of the Jail's system. Motion was  
125 seconded, all were in favor.

126  
127 **Motion Executive Session RCW 42.30.110 (1)(i) Potential Litigation**  
128 Commissioner Branch moved to go into executive session at 10:58 a.m. until 11:15 a.m. inviting  
129 Attorney Esther Milner under RCW 42.30.110 (1)(i) to discuss Potential Litigation. Motion was  
130 seconded, all were in favor.

131  
132 Executive Session was extended at 11:15 a.m. until 11:30 a.m.

133  
134 Executive session ended at 11:30 a.m. no decisions were made.

135  
136 Commissioners recessed for lunch until 1:30 p.m.

137  
138 **Briefing Among Commissioners-Discuss Individual Weekly Meetings & Schedule**

139  
140 **Finance Committee Meeting-Pam Johnson, Cari Hall, Lisa Schreckengost**  
141 Treasurer Johnson provided the meeting agenda. A revised December 2023 cash on hand amount  
142 was provided and the changes were explained. It is a positive \$98,000 to current expense. The  
143 cash on hand is a good ending balance this time of year.

144  
145 Treasurer Johnson explained our investment interest is holding at 5.5% but the rate may drop by  
146 .75% base point sometime in 2024.

147  
148 The revenue and expenditure summary reports were reviewed and discussed.

149  
150 Met with Attorney Esther Milner and State Auditor's office and it was determined that the county  
151 should not be doing their stuff. They have annual reports and a special division within the state

152 auditor's office. All information was provided to Ms. Milner and she could not find how the fund got  
153 set up like it did. As long as there is an MOU with the entity they could send an invoice to the  
154 county and the county could contribute funds to their function like the Senior Meals contribution.  
155 Commissioner Hover explained that DOE set them up to expedite water transfers through the  
156 entity. We need to stop using fund 139 and close that fund so in the future it is clear.

157  
158 A resolution would be used to close the fund and direct auditor and treasurer.

159  
160 Commissioner Hover asked what happens if the county doesn't spend all of its bond fund within  
161 the three years. Treasurer Johnson will reach out to bond counsel.

162  
163 Auditor Hall explained the room in the courthouse that was going to be the licensing and is now  
164 elections is working great. Staff was happy about keeping the licensing office where it is. Still  
165 waiting for the glass to go up and counters. Maintenance Supervisor Tim Meadows gave an  
166 update on when the items were expected. Door end of April, may need weekends to get the work  
167 done One election in April and one end of May, then afterward she can close for certain work to  
168 be done.

169  
170 The Clerk of the Board stated the BOCC approved \$2,500 overtime budget for maintenance in  
171 2024.

172  
173 **Motion Overtime Maintenance Staff**

174 Commissioner Hover moved to allow overtime for the maintenance staff for the auditor's elections  
175 project. Motion was seconded, all were in favor, motion carried.

176  
177 Commissioners discussed the contingency reserve balance and what those funds would be used  
178 for. Commissioner Hover explained, due to union contracts, budget supplementals to wage lines  
179 would be needed for the actual pay rates.

180  
181 The board adjourned at 2:05 p.m.