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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

MARCH 5, 2024

9:00 AM Review Meeting Minutes February 12th, 20th, 26th, 27th, 2024
9:15 AM Public Comment Period
9:30 AM Executive Session-RCW 42.30.110(1)(i) Agency Litigation
10:00 AM Discussion-Purchase New Vehicle Second Radio Tech Position-Mike Worden
10:30 AM Reserved-Public Hearing-Closeout of CDBG CV-1 Grant-OCCAC
11:00 AM Update-Public Works-Engineer Josh Thomson
2:00 PM Update-Human Resources/Risk Management-Shelley Keitzman
3:00 PM Quarterly Update-Tonasket Forest Ranger District-District Ranger Matt Marsh
4:00 PM Approve Meeting Minutes February 12th, 20th, 26th, 27th, 2024
4:30 PM Approve Consent Agenda

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

Review Meeting Minutes February 12th, 20th, 26th, 27th, 2024

Commissioner Neal explained the Oroville Fire Department has funding gap for extrication equipment. Commissioner Hover asked how much? \$54,000 is the total bill.

Commissioners discussed the next step for using ARPA funds. The Clerk of the Board stated she is responsible for drafting the resolution and contract. She said once those are place then the Auditor has the authority to create the Budget. A budget supplemental will be needed for the amount approved. Commissioner Neal will work with the clerk of the board on needed details.

Commissioners reviewed their meeting minutes and made changes.

Public Comment Period

Members of the public Ruth Hall had no comment and Mrs. Jackson commented about the cyber-attacks on social media platforms.

Executive Session-RCW 42.30.110(1)(i) Agency Litigation

Commissioner Branch moved to go into executive session at 9:30 a.m. until 9:45 a.m. inviting Esther Milner to discuss RCW 42.30.110(1)(i) agency litigation. Motion was seconded, all were in favor, motion carried.

Executive session ended at 9:45 a.m. No decisions were made.

Executive Session-RCW 42.30.110(1)(i) Potential Litigation

Commissioner Branch moved to go into executive session at 9:45 a.m. until 10:00 a.m. inviting Esther Milner and Shelley Keitzman to discuss RCW 42.30.110(1)(i) potential litigation. Motion was seconded, all were in favor, motion carried.

Executive session ended at 10:00 a.m.

Discussion-Purchase New Vehicle Second Radio Tech Position-Mike Worden

Chief Worden presented via zoom.

56
57 Mr. Worden explained the new Radio tech position. And now we need to purchase a service van vehicle
58 for the position. He wanted to make sure that the commissioners were alright with him starting the process
59 before purchasing the vehicle. He does have the funds in his budget. He has found a van on some lot a
60 transit van to be able to stand up in and could get to most locations and don't really need two off road rigs.

61
62 He is in Olympia right now to discuss communications projects with the senators. It is a huge effort to
63 upgrade our systems.
64

65 **Discussion**

66 Risk Manager Shelley Keitzman explained some security concerns that the Sheriff brought up regarding
67 lockers for people to secure their weapons in. two sets of four compartment Pistol lockers with digital codes
68 would cost and includes shipping is \$2500. People can check their weapon by themselves. Signage would
69 be put up on first and second floors near the proposed locations. Six to eight weeks out for the order. We
70 are having situations where security guards are finding people with weapons and there is nowhere to check
71 them in or keep them while the people are in the courthouse.

72
73 Commissioner Hover looked at funds to use for the purchase. He explained LATCF fund had some funds
74 that could be used.
75

76 Commissioners discussed the Opioid Settlement Funds. Commissioner Branch showed the amounts
77 allocated to Okanogan County and which drug distributor the funds are coming from. Commissioners feel
78 paying the portion for administration costs of the contract up to 10% would be alright. The Jail is looking at
79 getting a drug dog, said Commissioner Hover. Commissioner Branch explained the understanding needed
80 to do that. Commissioner Neal asked if the funds had to flow through Carelon. Commissioner Branch stated
81 the Opioid Council can do the research and tell us what it can be used for. We could submit projects and
82 they can tell us if they fit, said Commissioner Hover. Commissioner Branch said a list of what we are doing
83 for review. A form for submitting for non-opioid uses. The distributor is the law firm is making payments to
84 our accounts. The total allocation was \$436,523.98.
85

86 Commissioners concern was that they didn't want to give money for something unknown but would prefer
87 to have control over what the money went to. But because there is a council that needed to be formed to
88 provide administration for management and fact finding the commissioners felt up to 10% of our allocation
89 would be alright. An MOU or agreement would need to be hammered out. Commissioner Branch forwarded
90 the agreement to the other commissioners for review. There is still work to do.
91

92 **Motion Weapon Security Locker Purchase Authorization**

93 Commissioner Hover moved to approve the purchase of the two four-unit gun lockers from the LATCF
94 funds. Motion was seconded, all were in favor, motion carried.
95

96 **Reserved-Public Hearing-Closeout of CDBG CV-1 Grant-Okanogan Community Action Council**

97 OCCAC Executive Director Rena Shawver
98

99 Commissioner Neal opened up the hearing. OCCAC Executive Director Ms. Shawver reported on the on
100 the CDBG CV-1 grant funds and that it was approximately \$400,000. The Clerk of the Board summarized
101 the use of the funds for subsistence payments and food services through Community Action Council.
102

103 Commissioner Neal opened up the hearing to public comment. Ruth Hall asked about the amount of funds
104 and asked how much is left. There are not funds left it was spent. Ms. Jackson said no comment.
105 Commissioner Neal closed the public comment. Commissioner Branch read the project summary from the
106 closeout report.
107

108 Commissioner Branch suggested the public hearing notice have an added sentence or two in Spanish that
109 says if you cannot read the notice in English to call a number for the interpretation.
110
111

112 **Motion CDBG CV-1 Closeout**

113 Commissioner Branch moved to approve the close out report for the CDBG CV-1 Grant and authorized the
114 chairman to sign. Motion was seconded, all were in favor, motion carried.

115

116 **Update-Public Works-Engineer Josh Thomson**

117 Engineer Josh Thomson, Solid Waste Manager Kent Kovalenko and PW Trail Coordinator Amy Staggs

118

119 Mr. Kovalenko said an Interlocal with the City of Riverside is forth coming and will be submitted for next
120 week's consideration. He asked if it was alright for him to go on open line to discuss the new organics
121 program at the landfill to the public. He planned to talk about the new PM2.5, receipt of grant money,
122 program agreement, no cost program, separation of plastics, and mention apple maggot quarantine up
123 north. He thought it would be a good public service to provide the information. Commissioner Branch trusted
124 him and thought it would be a good job.

125

126 Engineer Thomson reported that it snowed 4-6 inches in Tunk Valley and in North County last night. There
127 are still some areas thawing.

128

129 Sawtell road bridge has a hole in the deck and is rough shape. The plan is to use county forces to repair
130 the corrugated deck that has rusted out.

131

132 There has been no communication with the tribe on Cameron Lk Rd project. Letter to go out that if we don't
133 hear back the project will have to close.

134

135 Work on Forest Service roads for snowmobile access so an agreement about that is in hand for chairman
136 signature would be great.

137

138 **Motion Agreement Snowmobile Access Amendment-Forest Service**

139 Commissioner Hover moved to approve the grant agreement amendment for Snowmobile access that is
140 between FS and Okanogan County to extend the agreement one year.

141

142 A letter from Peggy Swanberg was provided for the record regarding the Whistler Canyon trail project.
143 (attached) The letter requested to tear out the greenery in order to install a corral at the trailhead.
144 Commissioner Hover asked why we would remove the center area when there was so much other space
145 available to build the corral. Weeding is too difficult so it was suggested to remove it. Commissioner Branch
146 thought there was some drainage issues. Commissioner Hover asked what the exact boundary lines were
147 of the property to ensure the proposed toilet is placed correctly.

148

149 Commissioner Hover asked for an estimate for CTX Vaulted toilet for the trailhead. An application for
150 Lodging Tax is planned especially if camp sites are being developed. Engineer Thomson stated there would
151 be costs associated with maintaining it cleaning and stocking it. The commissioners talked about
152 contracting that out to the outfit that would drain it on a regular basis etc....

153

154 Engineer Thomson explained two additional items for approval were a resolution adopting the Edelweiss
155 fees and charges and a 2025 Guardrail Safety Project state funding agreement.

156

157 Commissioner Hover asked for clarification of the public works overtime report data.

158

159 March 12 Trail Clean up on the Similkameen from the lower trail to the upper trail head and just past the
160 bridge. Mowing and spraying will occur. The Poison Oak will be sprayed later. Commissioner Hover asked
161 if the road crew had time to put in a yearly cost to LTAC for the work on the trails then LTAC would consider
162 and recommend funding especially since Methow Trails submits and gets approved for county owned trail
163 maintenance. Commissioner Hover asked if Commissioner Neal and the Clerk of the Board could put
164 together the application for it. A budget is needed for the application. Ms. Staggs will provide the budget.

165

166 Discussed we own the bridge, agreement with PUD to maintain some areas so the bridge deck 10-feet
167 wide can be removed. PUD has a separate access and doesn't use the bridge because access is too tricky

168 and unsafe. Commissioner Branch suggested we could use our own LTAC dollars as match for RCO grants
169 to maintain trails. WWRP program may also a variety of categories of grants and some are for trails like the
170 back-country horseback riding. Our parks and rec plan should be updated with those and we have to update
171 every five years or so. The Clerk of the Board will send Ms. Staggs the current recreation plan for Ms.
172 Staggs to update with proposed projects so we can apply for grant funds that would help fund improvements
173 to Similkameen and Whistler Canyon trails. Commissioner Hover said he would like to know what county
174 owned property we have that could be recreational opportunities. The town of Winthrop was interested in a
175 property exchange with the county for property near the town. He said he would love to transfer to Winthrop
176 for the purpose of a recreational park.

177
178 Commissioners discussed a request for a land exchange, but the county owned parcel was an old dump
179 acquired in 1955 and could pose a liability for anyone acquiring it as it has buried metal etc...

180
181 Commissioner Hover said we need to come up with a plan for the Whistler Canyon trail as the he feels the
182 proposal needed more planning since he was not in favor of using the parking lot for the corrals. He would
183 rather use the property below the parking lot for the corrals. He suggested we confirm if there is water to
184 keep vegetation growing and that we take care of the weeds and make sure there is enough room for
185 diagonal parking for horse trailers.

186
187 Commissioner Neal recessed until 2:30 p.m.

188
189 **Update-Human Resources/Risk Management-Shelley Keitzman**
190 Ms. Keitzman asked for executive session

191
192 **Motion Closed Session RCW 42.30.110(4)(b) Grievance or Mediation Proceedings**
193 Commissioner Hover moved to go into closed session at 2:30 p.m. for 5-minutes inviting Shelley Keitzman
194 HR Director to discuss Collective Bargaining grievance or mediation proceedings. Motion was seconded,
195 all were in favor, motion carried.

196
197 Closed session ended at 2:33 p.m. No decisions were made.

198
199 **Motion Executive Session RCW 42.30.110 (1)(i) Ongoing Litigation**
200 Commissioner Hover moved to go into executive session at 2:35 p.m. to discuss ongoing litigation until
201 2:50 p.m. inviting Chief Civil Deputy Esther Milner and Planning Director Pete Palmer. Motion was
202 seconded, all were in favor, motion carried.

203
204 Commissioner Hover moved to modify his previous motion and invited Attorney Jenna Mendel-Rise to the
205 executive session. Motion was seconded, all were in favor, motion carried.

206
207 At Executive Session was extended until 3:05 p.m. No decisions were made.

208
209 **Quarterly Update-Tonasket Forest Ranger District-District Ranger Matt Marsh**
210 Matt Marsh did not attend the quarterly update as he didn't have the update on his calendar.

211
212 Commissioner Branch shared suggested language for seeking qualifications for civil engineering services
213 for the evaluation of the Fairgrounds water wells and delivery system. Direction was given to the Clerk of
214 the Board to drafting the newspaper notice and schedule the BOCC to consider responses. Additionally,
215 Commissioner Branch will provide a list of engineers the notice will go to.

216
217 Commissioners discussed the Romeo Entertainment contract and asked the clerk of the board to send
218 Esther's changes to Brock Hires to incorporate into the Romeo agreement.

219
220 **Approve Meeting Minutes February 12th, 20th, 26th, 27th, 2024**
221 Commissioner Hover moved to approve February 12, 20, 26 & 27, 2024 as corrected. Motion was
222 seconded, all were in favor, motion carried.

223

224 **Approve Consent Agenda**

225 Commissioner Hover moved to approve the consent agenda 1-12 except item 4, Motion was seconded, all
226 were in favor, motion carried.

- 227 1. Application-Demolition Permit for 269 Railroad Ave-City of Okanogan
228 2. ARPA Request #1-Contracts, Century West Engineering Corp.-Town of Nespelem
229 3. Contracted Services Agreement-Homeless Housing & Assistance-Room One
230 ~~4. LTAC Contract- Capital Improvements \$55,100-24-016 Okanogan County Tourism Council~~
231 5. LTAC Contract-Marketing & Promotion \$12,675-Cascade Loop
232 6. Contract-Omak Airport Hanger Area Expansion Project-Planning Only-City of Omak
233 7. MOU-Compensation for Excessive Overtime-Sheriff's Employee Assoc.-Non-Commissioned
234 8. MOU-Compensation for Excessive Overtime-Sheriff's Employee Assoc.-Commissioned
235 9. MOU-Hiring & Retention Incentives Programs-Sheriff's Employee Assoc.-Commissioned
236 10. MOU-Hiring & Retention Incentives Programs-Sheriff's Employee Assoc.-Non-Commissioned
237 11. Interlocal Grant Agreement-Conconully Area Broadband Build out-Okanogan PUD No. 1
238 12. Resolution 34-2024 Reducing the Rental fee for use of Agri-Plex by Sunrise Chevrolet RV Show
239

240 The Clerk of the Board read from a list of motions for items that needed consideration and approval. The
241 items had previously been discussed by the board and the Clerk of the Board had been asked to prepare
242 the items for consideration.

243
244 **Motion List of Items**

245 Commissioner Branch moved to approve following list as read by the clerk excluding the Methow Valley
246 EMS District. Motion was seconded, all were in favor, motion carried.

- 247
248 • 2025 County Guardrail Safety Project and local programs state funding agreement and local
249 agency federal aid project prospectus and authorize the Chairman to sign.
250 • Community Action Council's ARPA funding Request #10 in the amount of \$2,175.99 for January
251 salaries associated with Equipment agreement.
252 • Infrastructure Construction Funding Contract between the City of Tonasket and Okanogan County
253 in the amount of \$115,000 for Tonasket's Perfect Passage Phase 1 project.
254 • Emerging Opportunity Infrastructure Funding Contract between the City of Brewster and Okanogan
255 County in the amount of \$115,000 for Anderson Airport Runway Improvement Project.
256 • Fee Waiver Reduction Request from Team Okanogan Animal Rescue and authorize the chairman
257 to sign for the rescue's free spay neuter clinic May 6-9, 2024 at the Fairgrounds Agriplex.
258 • Authorize a letter to Caribou Trail Junior Rodeo Association regarding their Fairgrounds fee
259 waiver/reduction request asking for more information as to how the event fit into waiver criteria.
260 • Authorize a letter to Parents & Grandparents regarding their Fairgrounds fee waiver/reduction
261 request asking for more information as to how the event fit into waiver criteria.
262 • Resolution 35-2024 regarding Edelweiss Sewer System of Rates and Charges which is a 37.7%
263 increase since 2009.
264 • Resolution 36-2024 which amends resolution 194-2024 to clarify it is the property owner's
265 responsibility to notify the assessor when orchard trees have been removed.
266

267 **Motion Methow EMS District Vouchers**

268 Commissioner Branch moved to adjourn as the BOCC and reconvene as the Methow Valley EMS District.
269 Motion was seconded all were in favor, motion carried. Motion was seconded, all were in favor, motion
270 carried.

271
272 Commissioner Branch moved to approve the Voucher certification and authorize the Methow Valley EMS
273 District vouchers to be paid in the amount of \$89,449.43. Motion was seconded, all were in favor, motion
274 carried. Motion was seconded, all were in favor, motion carried.
275

276 Commissioner Branch moved to adjourn as the Methow Valley EMS District and Reconvene as the BOCC.
277 Motion was seconded all were in favor, motion carried. Motion was seconded, all were in favor, motion
278 carried.

279
280 **Motion - Voucher Approval - Commissioners**
281 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those expense
282 reimbursement claims certified as required by RCW 42.24.090 have been recorded on a list, and made
283 available to the Board. As of this date, the Board did vote, by unanimous vote, to approve the regular
284 vouchers in the amount of \$803,039.47f and Payroll vouchers in the amount of \$2,014,503.81. Warrant
285 numbers as cited on the attached blanket voucher list. Motion seconded and carried.

286
287 Commissioner Neal discussed the need to select a Hearings Examiner from the two proposals received
288 from Mr. Mackie and Mr. Koppkamp.

289
290 **Motion Hearings Examiner Selection**
291 Commissioner Branch moved to move forward with Mr. Koppkamp for Hearings Examiner and prepare a
292 contract for review of the parties then start negotiation of compensation. Motion was seconded,
293 Commissioner Hover discussed clarification of the motion. Motion was seconded, all were in favor, motion
294 carried.

295
296 Commissioner Branch discussed his attendance at North Central Region EMS and Trauma QI committee
297 meeting. Focus is Quality and Improvement.

298
299 The board adjourned at 4:25 p.m.