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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

MAY 17, 2022

9:00 AM Commissioners' Staff Meeting
9:45 AM Discussion-Staff Request Authorization Legal Secretary Prosecutor Lin
10:00 AM Finance Committee Meeting-Treasurer McCormack
11:00 AM Update -Public Works Engineer Josh Thomson
1:30 PM Public Comment Period
2:00 PM Update Human Resources/Risk Management-Shelley Keitzman
2:30 PM Update Central Services-Karen Beatty
3:00 PM Discussion Staffing Request-Assessor Gilman
3:30 PM Update Fairgrounds-Naomie Peasley
4:00 PM Review & Approve Commissioner Proceedings- May 2, 3 & May 9, 10
4:30 PM Approve Consent Agenda

The Okanogan County Board of Commissioners met for a Public Hearing at 123 5th Avenue North, Okanogan, Washington on May 17, 2022 with Chairman, Commissioner Andy Hover; Vice-Chairman, Commissioner Chris Branch; Member, Commissioner Jim DeTro; and the Clerk of the Board, Laleña Johns, present.

AV Capture provided audio and video of the meeting held today, while ZOOM provided best audio accessibility and public interaction.

The pledge of allegiance was said.

Commissioners' Staff Meeting

Building Official Dan Higbee and Building Secretary Kelly Lafferty; Planning Director Pete Palmer
Emergency Manager Maurice Goodall

Mr. Higbee introduced the building department secretary, Kelly Lafferty. He said Ms. Feathery is still here to provide training to Ms. Lattery before she retires. The Building permits processed are up to around 60 from last year, not including the cannabis permitting. The permits are going out, but getting site analysis is slower now, with some still a two week turn around. Complaints have not been relayed and most know the county's processing restrictions.

Director Palmer updated the board on Planning processes for zone code. Commissioner Hover asked what the commissioners will be considering. Planning Commission holds the public hearing and then provides the recommendation the commissioners will consider at a public meeting. Commissioners want to make sure if they remand it back there is enough time in the timeline. The commissioners continued discussion about the zone code update process and policies to be created. Boundary Review Board was discussed.

Who will manage the county trails? Commissioners to discuss with Engineer Thomson if one staff could be assigned to the trail management.

To date, regarding the processing of building permits, the planning department has processed 52 site analysis in the Methow regarding water checklists and they try to keep track and to treat everyone the same.

53
54 Director Palmer said Veranda Beach emails are being responded to as quickly as possible to let
55 people know the planning department is processing permits and site analyses there.

56
57 Mr. Goodall reminded the board that the initial meeting about the community wildfire plan is tonight
58 with Northwest Management. Commissioner Hover thought it crucial to record the meetings
59 including those that will be held in communities around the county. Mr. Goodall said the public
60 needs to understand this is a plan for the whole county and communities will need to build their
61 own community plan. This is an overview to get people engaged with their own community. Their
62 plans will be accepted but won't be something we have to have in our plan. Commissioner Branch
63 stated the most important part will be the interaction with the communities.

64
65 **Discussion-Staff Request Authorization Legal Secretary Prosecutor Lin**

66 Prosecutor Lin requested commissioners authorize an additional Legal Assistant II position within
67 the prosecutor's office as his deputy attorneys are doing many tasks that should be done by
68 support staff that affects their ability to prepare for trial. He also noted that the body camera data
69 that staff has to sort through and takes a lot of time. Commissioner Hover asked if there was
70 consideration of classifying a Legal Support II or III. Prosecutor Lin said Legal Support II would
71 be sufficient. Commissioner Branch said he supports the proposal noting that earlier staffing
72 proposals requested more attorneys.

73
74 **Motion Closed Session RCW 42.30.140(4)(b) Union Contract Strategies**

75 Commissioner Branch moved to go into closed session at 9:50 a.m. until 10:00 a.m. inviting
76 Prosecutor Albert Lin to discuss union contract strategies. Motion was seconded, all were in favor,
77 motion carried.

78
79 The board exited closed session at 10:00 a.m. no decisions were made.

80
81 **Motion**

82 Commissioner Branch moved to approve the Prosecutor working with HR to draft the necessary
83 resolution to authorize an additional Legal Assistant II position within the prosecutor's office.
84 Motion was seconded, all were in favor, motion carried.

85
86 **Motion**

87 Commissioner Branch moved to approve the payment to Tessco invoices from ARPA fund 170 in
88 the amount of \$6,306.68 for the Tunk Mt Hardening Project and authorized the chairman to sign.
89 Motion was seconded, all were in favor, motion carried. The Sheriff's office will process payment.

90
91 **Finance Committee Meeting-Treasurer McCormack**

92 Auditor Cari Hall, Finance Manager Lisa Schreckengost

93
94 The Treasurer stated property taxes are processed with 61.3% property taxes receipted in after
95 first half taxes for 2022 levy amount so a lot of people are paid in full.

96
97 The Treasurer provided the Finance Committee meeting agenda and discussed the Financial
98 revenue statements and information listed there.

99
100 Commissioners discussed Capital Improvement fund 134 now that the GO Bond is receipted
101 there. The Finance Committee discussed investing \$2 million of other county funds.

102

103 The committee also discussed the distressed county funds payment amounting to about \$500,000
104 and said the money has been coming in consistently each quarter.

105
106 The group discussed Juvenile Grant funds that may not have been billed yet since the received
107 to date data shows under 30%. It could be that its billed quarterly.

108
109 Commissioners The committee reviewed the status of expenditures within the Courthouse
110 Maintenance and Civil Service budgets. Auditor Hall will prepare a budget amendment for Civil
111 Service budget since a lot more testing has been done.

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

113 Kent Kovalenko, Jerry Paul, Gary George

114
115
116 The group discussed Samsara which is a GPS fleet tracking and analytics program as they offer
117 the best of what we want and they are on the state contract. The software tracks the equipment
118 through their routes and provides information such as engine codes, alerts, speed, etc...and could
119 reduce down time. Commissioner Hover suggested good policies be in place regarding the data
120 use. The cost per hour is about \$0.47-\$0.63 per hour per truck or about \$21 per year per truck.
121 It is a three-year agreement for the monthly service and the company pays for the equipment
122 installed. There is also a mobile hotspot for each truck included in the package.

123 **Motion Purchase Samsara GPS Fleet Tracking & Analytics Software**

124 Commissioner DeTro moved to authorize the Engineer to purchase the Samsara GPS fleet
125 tracking and analytics software and authorized Engineer Thomson to sign the 3-year contract.
126 Motion was seconded, all were in favor, motion carried.

127 *Solid Waste Well Update*

128 Mr. Kovalenko provided a diagram of the landfill well and explained operational challenges
129 (attached)

130 *Solid Waste Part-time/Full-time Positions*

131 Mr. Kovalenko proposed a combination of solid waste positions changes from temps to permanent
132 full-time. **Commissioners were supportive**; Commissioner Hover asked that he work with Ms.
133 Everett since these are union positions.

134 *Limited Use Transfer Station*

135 Mr. Kovalenko proposed that dump trucks delivering to transfer stations be limited to 4 yard loads
136 as demolition projects are overwhelming the operations. Commissioners were supportive.

137 *Solid Waste Mixed Load Fee*

138 Mr. Kovalenko proposed a Solid Waste Mixed Load Fee because many people do not separate
139 their loads which is inefficient. He would like to consider a separate mixed load fee that is more
140 than regular loads. The haulers would communicate to their customers what the rate is for the
141 mixed loads. This would not apply to small haulers, this would apply to the larger ones in a roll-
142 off box. Commissioners approve moving forward with the fee.

143 *Road and Maintenance Conditions*

144 Mr. George stated full blown general maintenance is occurring road grading chip seal etc...

145 *Equipment Surplus*

146 A list for online only equipment auction was provided to the Clerk of the Board for processing and
147 scheduling the public hearing.

154
155 *Bridge B-4 Replacement*
156 30% of the deck was not sealed and products were proposed that would not work, but material is
157 being sorted out for around Memorial Day sealing.

158
159
160 *CDL Training*
161 Apprentices in the CDL training program have been receiving overtime pay were discussed
162 because driving school trainers scheduling required shorter weeks and longer shifts. they were
163 being required to work 6-ten hour shifts and so the county would need to pay them the 20 hours
164 overtime. Commissioner Hover asked if the cost would be considered by the company since this
165 is an extra cost to the county of around \$3500 and asked that we negotiate a deal for the next
166 training since this is an issue with us.

167
168 Engineer Thomson explained the items listed on the consent agenda and the difficulty with the
169 STP funded projects.

170
171 Commissioner Hover asked if Public Works could assign staff to coordinate the work of the county
172 trails as Planning Director doesn't feel the work should be done by her staff. Engineer Thomson
173 said OCOG will review the packet in the next couple weeks to cover the trails, six-year plans.
174 Commissioner Branch noted that this issue had been discussed earlier and OCOG seemed
175 supportive of the concept at the last meeting.

176
177 Discussed whether to meet Wednesday. It was decided no meeting was needed.

178
179 **Public Comment Period**
180 Attending via zoom Isabelle Spohn, Findtherightpassion

181
182 Ms. Spohn commented to thank the board for keeping public comment open and available on
183 zoom and wished that more people would comment here instead of on Facebook. She
184 complained about the CWPP meeting time noted on the agenda, lack of timely public notice. She
185 commented that many people are involved with protecting their communities from fire and she
186 hoped they would have the opportunity to participate in the plan and noted it was important to
187 address dead-end roads that could trap people in times of fire.

188
189 No one else wished to provide public comment.

190
191 The Clerk of the Board provided a list of projects under contract with Architecture Michael
192 Beaman. Total cost for the listed projects was \$478,655.65. (attached) The Board would like
193 Michael Beaman to submit the invoices to the Clerk of the Board for all listed projects. She
194 forwards the invoices to the department whose project it is to receive their "ok" then she prepares
195 an A19 type form which the commissioners approve and authorize payment. She then processes
196 the invoices from the BARS approved by the board.

197
198 Two additional items from Beaman were presented for approval: architects pre-design Justice
199 Center at 1240 2nd Ave S, Okanogan in the amount of \$116,489 and the agreement associated
200 with Sheriff's Equipment & Coroners storage building for \$69,936.

201
202 **Motion**

203 Commissioner Branch moved to approve the agreement between Okanogan County and Beaman
204 Architecture for the Pre-Design services of the Sheriff's Equipment & Coroner Storage building
205 Project #22104 in the amount of \$69,936. Motion was seconded, all were in favor, motion carried.
206

207 **Motion**

208 Commissioner Branch moved to accept the Fee Proposal of Beaman Architecture for the Pre-
209 Design Study of the new Justice Building located at 1240 2nd Ave S in Okanogan in the amount
210 of \$116,489. Motion was seconded, all were in favor, motion carried.
211

212 **Update Human Resources/Risk Management-Shelley Keitzman**

213 Sandy Ervin
214

215 Ms. Keitzman was asked by Dennis Rabidou to discuss allowing EAP services to Jury who
216 experience trauma as a result of sitting on a jury. A letter was prepared by Sandy Ervin. (attached)
217 Up to two visits per person will be provided.
218

219 **Motion**

220 Commissioner Branch moved to approve the use of OBHC EAP services by jurors as long as the
221 program is still in place and directed a resolution be drafted, if needed. Motion was seconded, all
222 were in favor motion carried.
223

224 **Motion Closed Session RCW 42.30.140 (4)(b)**

225 Commissioner Branch moved to go into closed session at 2:05 p.m. until 2:20 p.m. to discuss
226 union_negotiations. Motion was seconded, all were in favor, motion carried.
227

228 Closed session ended at 2:20 p.m. no decisions were made.
229

230 **Approve Consent Agenda**

231 Commissioner DeTro moved to approve the consent agenda items 1-6 as presented,
232 Commissioner Hover asked to review resolution 67-2022 stating the Task Force previously
233 approved the retro pay. Motion was seconded, all were in favor, motion carried.

- 234 1. **Approve Interlocal Agreement-Countywide Chip Seal FFC 07 Roads-Project Prospectus**
- 235 2. **Approve Project Plans, Provisions and Specs New PW Shop Buildings-Winthrop & Tonasket**
- 236 3. **CDBG CV-1 Public Services Grant Request #18 Contract No. 20-6221C-119**
- 237 4. **CDBG Public Services Grant Request #10 Contract No. 21-62210-011**
- 238 5. **Appointment Letter-Noxious Weed Board Area #4-Nancy O'Neil**
- 239 6. **Resolution 67-2022 Amend Effective Date of Reclassified TF Admin Support Specialist**
240

241 **Motion**

242 Commissioner DeTro moved to authorize Commissioner Branch to send the letter to Recreation
243 Conservation Office to Myra Barker regarding transfer of the Similkameen trailhead that falls
244 within the city limits for the purpose of the city maintaining a new restroom. Motion was seconded,
245 all were in favor, motion carried. Attorney Esther Milner will draw up the quit claim.
246
247
248

249 **Update Central Services-Karen Beatty**

250 Ms. Beatty discussed going to the Cloud because Microsoft is giving an incentive offering add ons
251 for \$93.96 for 300+ accounts, but if we wait the cost goes up \$320 per account. She estimated
252 the cost at \$32,000+ plus we would pay our 3rd year of the contract. We have \$102,000 budgeted.
253 The migration to cloud would also reduce the amount of hardware needed. Commissioner Hover

254 liked things that are not subject to power failure. The expected the cost for services associated
255 with migration would be is \$77,000+. Ms. Beatty recommends we move forward with the Microsoft
256 project. A budget supplemental should be approved for the purchase order.

257
258 Ms. Beatty explained a new FTP program for large file transfers by users. It is a-compliant with all
259 the protocols departments need to protect files being transferred.

260
261 The Courthouse will be closed June 3rd due to a power outage at the courthouse for the generator
262 installation. A resolution closing the courthouse will be drafted by the Clerk of the Board.

263
264 **Review & Approve Commissioner Proceedings- May 2, 3**
265 Commissioner Branch moved to approve the May 2, 2022 meeting minutes. Motion was seconded,
266 all were in favor, motion carried.

267
268 Commissioner Branch moved to approve the May 3, 2022 meeting minutes. Motion was seconded,
269 all were in favor, motion carried.

270
271 **Discussion Staffing Request-Assessor Gilman**
272 Assessor Gilman discussed his staffing request to fill a position that was not reauthorized by the
273 commissioners. Assessor Gilman provided the same sheet he submitted last week that shows
274 comparable counties with similar appraisal duties and parcels. (attached)

275
276 He explained due how difficult it is to complete the annual assessments since his office has not
277 been fully staffed and the department is behind in completing appraisals even after breaking the
278 county up into six sections. He will not be able to certify the roles in May.

279
280 Commissioner Hover asked about the idea of a drone that would help with the appraisal process.
281 Mr Gilman noted that it might not be well accepted.

282
283 Mr. Gilman stated he is receiving letters from people stating they are exempt from paying property
284 tax and want to be removed from the roles. These are the same people refusing to allow his staff
285 on the property for valuation purposes. Will mail the valuation notices August 31, 2022 this year
286 and the board will need to sign an extension for the BOE to the Dept of Revenue.

287
288 Commissioner Hover said he will meet with Tanya Everett about the staffing situation.

289
290 **Motion - Voucher Approval - Commissioners**
291 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those
292 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a
293 list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to
294 approve the regular vouchers in the amount of \$623,571.54 and Payroll vouchers in the amount
295 of \$956,877.57. Warrant numbers as cited on the attached blanket voucher list. Motion seconded
296 and carried.

297
298 **Motion Public Health Voucher**
299 Commissioner moved to approve the Public Health Vouchers including regular vouchers in the
300 amount of \$163,112.97 and payroll vouchers in the amount of \$59,218.28. Warrant numbers as
301 cited on the attached blanket voucher list. Motion was seconded, all were in favor, motion carried.

302

303 Commissioners acknowledged the concern of the Auditor regarding fairgrounds maintenance
304 employees who need to remit to the treasurer the difference of \$25.87 for the amount spent over
305 their \$200 work wear allowance. (attached)

306

307 **Motion Letter of No Contest WSLCB**

308 Commissioner DeTro moved to approve the letter of no contest to WSLCB regarding Saturn
309 Group LLC license approval on Green Acres road. Motion was seconded, all were in favor, motion
310 carried.

311

312 **Motion Resolution 68-2022 Legal Secretary II Position Prosecutor**

313 Commissioner DeTro moved to approve resolution 68-2022 authorizing a Legal Secretary II within
314 the Prosecutor's office grad 13 of the AFSCME pay scale. Motion was seconded, all were in favor,
315 motion carried.

316

317 **Motion**

318 Commissioner DeTro moved to approve the Interlocal Agreement #3-2022 between the
319 Emergency Management Council and Okanogan. Motion was seconded, all were in favor, motion
320 carried.

321

322 Commissioner Branch reported WSAC LSC Committee discussion regarding increase of the
323 Cannabis revenues to counties that have cannabis operations impacting their county. Because
324 they had been recently successful at getting the Leg to refigure the tax distribution they were not
325 in favor of addressing this further for the upcoming session. He proposed to the LSC that possibly
326 forcing the Cannabis and Liquor Board to be accountable by at least getting basic requirements
327 right like addresses right.

328

329 **Update Fairgrounds-Naomie Peasley**

330 Ms. Peasley provided her fairgrounds monthly update.

331

332 She provided the Capital Improvement budget within fund 134. (attached) Commissioners
333 discussed the different costs noted there such as the WSDA Safety grant, RV Electrical and
334 Grandstand Demo costs.

335

336 The grandstands are demoed and the gravel is getting poured now.

337

338 Commissioners were asked to approve the proposal for the electric for RV park that includes
339 prevailing rates and current prices but does not include sales tax.

340

341 **Motion**

342 Commissioner Branch moved to authorize Ms. Peasley to move forward with the low quote for
343 Vassar Electric quote and provide a future contract in the amount of \$161,421 not including sales
344 tax. Motion was seconded, all were in favor, motion carried.

345

346 Commissioner Hover asked to review the contract prior to the Board signing it. Commissioner
347 Branch stated a 10% bond must be provided in accordance with RCW 39.08.010

348

349 Fair Fund 112 and Fairgrounds fund 001.028 spreadsheet showing Expenditures and Revenue
350 for the last 8-years was provided. (attached) Commissioner Hover stated to maintenance costs
351 were not included in the expenditures.

352

353 A scheduled event on June 10-12 for the Horse Nations, but they have been using the facilities
354 before that.

355
356 Ms. Peasley went over the five scheduled events scheduled this week at the fairgrounds.
357

358 The cross-connection assessment report showing cross contamination areas was previously
359 provided to the board in an email. Commissioner Hover questioned a photo in the report that
360 showed where a cross connect issue he thought was previously addressed by the maintenance
361 department but based on the April 6th photo that issue was not addressed previously. Addressing
362 the water system issues is a priority.

363
364 Commissioner Hover asked that all in-kind time be captured for the WSDA grant. We are not
365 ready to move forward with the Barn project, said Commissioner Hover. The draft agreement with
366 the Tribe was discussed because of the list of items that are difficult to enforce such as allowing
367 only certain people to use the arena and not others in exchange was too complicated to enforce.
368 The commissioners would rather try and pay for the barn with county funds rather than working
369 on complicated provisions that an agreement would entail. Commissioner Hover discussed a
370 wood structure with stalls rather than a steel building. Discussed a structure that could be stalls
371 in the summer and a covered arena in the winter, like Appalachia and Moses Lake has. The Barn
372 is on hold.

373
374 Commissioner Hover addressed the concern of the Auditor regarding fairgrounds maintenance
375 employees need to remit to the treasurer the difference of \$25.87 for the amount spent over their
376 \$200 work wear allowance. (attached) The charges were reversed on the credit card.

377
378 The board adjourned at 4:20 p.m.

379
380